



Rights Management Checklist

Navigating the complexities of copyright and publishing rights is essential for safeguarding your music and ensuring you receive all due revenues. This Rights Management Checklist serves as your comprehensive guide through the intricate landscape of music rights management, ensuring every detail is covered and your creative works are fully protected. Follow these steps meticulously to secure your music's rights.

Step 1: Copyright Basics

- ☐ **Identify Your Works:** List all original works requiring copyright protection, including songs, lyrics, and recordings.
- ☐ **Copyright Registration:** Ensure all eligible works are registered with the appropriate copyright office, providing legal proof of ownership.
- ☐ **Understand Copyright Laws:** Familiarize yourself with the basics of copyright law in your jurisdiction to understand your rights and obligations.

Step 2: Publishing Rights

- ☐ **Establish Publishing:** If not already done, set up a publishing entity to manage the publishing rights to your songs.
- ☐ **Affiliate with a PRO:** Register with a Performing Rights Organization (PRO) to collect performance royalties.
- ☐ **Mechanical Licenses:** Ensure mechanical licenses are in place for physical and digital reproductions of your songs.

Step 3: Recording Rights

- ☐ **Master Rights:** Confirm you have control over the master rights of your recordings. If you're signed with a label, understand the terms regarding masters.
- ☐ **Distribution Agreements:** Review any agreements with distributors to ensure they

accurately reflect your rights and revenue shares.

Step 4: Sync Licensing

- ☐ **Explore Sync Opportunities:** Identify potential opportunities for sync licensing in TV, film, commercials, and video games.
- ☐ **Sync Representation:** Consider partnering with a sync agent or company to actively pitch your music for sync placements.

Step 5: Digital Rights Management

- ☐ **Digital Platforms:** Ensure your music is correctly registered with digital platforms, including streaming services, to accurately track and collect royalties.
- ☐ **Content ID Systems:** Register your music with content ID systems (e.g., YouTube Content ID) to monitor and monetize the use of your music online.

Step 6: Royalty Collection and Monitoring

- ☐ **Royalty Audits:** Regularly review royalty statements for accuracy. Consider conducting a professional audit if discrepancies are suspected.
- ☐ **International Collections:** If applicable, ensure you're collecting international royalties through your PRO or an international collecting agent.

Step 7: Legal and Contractual Review

- ☐ **Review Contracts:** Periodically review all contracts related to your music (label, distribution, licensing agreements) to ensure they still serve your best interests.
- ☐ **Legal Consultation:** Consult with a music attorney to review any new contracts or to navigate complex rights issues.

Step 8: Update and Adapt

- ☐ **Stay Informed:** Keep abreast of changes in copyright and music rights laws, as well as industry practices, to ensure ongoing compliance and protection.

☐ **Adapt Strategies:** As your career evolves, revisit and adapt your rights management strategies to align with new projects and partnerships.

Completion:

☐ **Organize Documentation:** Keep all copyright registrations, contracts, and royalty statements organized and accessible.

☐ **Calendar Reminders:** Set reminders for important deadlines, such as contract renewals or registration updates.

By diligently following this Rights Management Checklist, you'll ensure that your music is protected across all fronts, enabling you to focus on creativity and growth with the peace of mind that your rights are secure.