

Release & Metadata Checklist

Everything you should have nailed down before a song goes out into the world.

Song identity

- Final song title confirmed
Including exact capitalisation and any punctuation. Changing it after release costs you.
- Alternate/version titles documented
e.g. 'Radio Edit', 'Acoustic Version', 'Feat. [Artist]'.
- ISRC code assigned to the recording
One unique ISRC per recording. Get these from your distributor or directly.
- ISWC code assigned to the composition
One per composition across all recordings. Assigned via your PRO.

Writers, publishing & splits

- Split sheet signed by every writer
Before the song leaves the room. Non-negotiable.
- Every writer's PRO and IPI captured
Missing PROs = missing royalty statements.
- Publisher(s) named for each writer
If self-published, write 'self-published' — don't leave blank.
- Sample clearances secured (if applicable)
Written permission from the sample owner AND the sample's publisher.
- Interpolations cleared and split-credited
If you sing or re-record someone else's melody or lyric — even a few words — it needs clearing and a share in the split.

Credits & personnel

- All performers credited
Vocalists, instrumentalists, featured artists, guest appearances.
- Producer and co-producers credited
- Mix engineer and mastering engineer credited
- Studio(s) credited

Registration

- Song registered with your PRO
- Song registered with your publishing administrator (Songtrust, Sentric, etc.)
- Song registered with Mechanical Licensing Collective (MLC) for US streams
If you self-publish and want US mechanical royalties.
- Sound recording registered with SoundExchange (US) / PPL (UK)

Release files

- Master audio file mastered and in correct spec
16-bit 44.1 kHz WAV for streaming; separate higher-res for sync.
- Instrumental version made and archived

Release & Metadata Checklist (cont.)

- Acapella version made and archived
Useful for remixes, syncs, and TikTok edits.
- Artwork in correct spec
3000x3000 square, RGB, .jpg or .png — check distributor requirements.
- Metadata entered in distributor: title, artists, writers, publishers, ISRC
- Lyrics submitted to Musixmatch / Genius / LyricFind

Post-release

- Canvas / visualiser uploaded to Spotify for Artists
- Song added to your own playlists & profile
- Press photos, artist bio, and press release sent to your PR contact
- Social accounts warmed up with teasers pre-release