

# 48 Steps to Distribute a New Release

- 1 Decide what the submission will be Single or EP Or LP  
You will need separate UPC for single and EP  
if the single and the EP are same exactly , then same ISRC can will be used  
Usually single out first EP or LP later
- 2 Artist Band or Composer names
- 3 Sign up for a PRO ( Ascapi or BMI ) Get IPI #  
Start this Process 6 weeks before Drop Date you want
- 4 Gather all Meta Data  
( Writer, singers, exact instruments, artwork, vibe/mood, lyrics, time of song, publisher)
- 5 What is Title of Song or LP or compilation ?
- 6 Are there any alternate versions ?
- 7 Have you released the song thru a DSP or Label before ?  
if so what was the release date ? What is the IRSC code ? What is UPC # ?  
was it the same title ? **Have you remastered it or modified it in any way??**  
Highest chart position ?
- 8 Who are the writers of the song ? IF there any co-writers what is the split between each ?  
1  
2
- 9 Has the song been registered with your PRO yet ?  
If so what is the ISWC number and the work id from the PRO
- 10 Who is the Publisher ?? What % splits between songwriter& Publisher ? (Publisher usually 50%)  
what is their IPI # ?
- 11 What % of Mechanical & performance Royalties are split with other performers on the recording ?  
1  
2  
3  
4
- 12 Who is the label and what % for the label ?
- 13 Who owns the Master ? And what % ?
- 14 Has the work been performed before ? If so by who ?
- 15 Is this work intended mainly for a commercial, film, or other ?
- 16 Is this a concert work ?
- 17 Does this work include samples from other songs ? If so their titles ? Permission ?