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 (Ascap 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 ?

18 Does this work contain Public domain elements ? If so Did you arrange lyrics, music, or both ?

19 What is the performance time of the song ?   What is the Beats per Minute?
20 What are the Beats per Minute?

21 Who Produced the single or Ep or LP? Check spelling ,
22 Who Recorded it ?
23 Who Mixed it ?
24 who mastered it ?
25 who programmed it ?
26 who arranged the vocals, and the instruments ?

27 Who sang on the song ?   Check spelling
    Lead vocals
     background vocals ?

28 Who played each exact instrument on the song ? Check spelling of names
    Guitar
    Keyboards
    Bass
    Drums
    Percussion
    horns
    strings
    woodwinds
    other ?

29 Do You have artwork ready for the song and or each song ?
    The artwork should only have the Song Name, singer name and label logo
    Your cover art needs to be: JPG format   3000x3000   dpi
30   who made the artwork ?

31 Do you have the master recording in 14/40 format or a 24 /48 k wav file ?

32 What Language ?

33 What Primary Genre ?   Be specific use index
34 What is secondary Genre ?
35 what are 3 key vibes / moods   exuded in the song ?   Use index
    1
    2
    3

36 What other well kown 2 to 3 artists does it sound like?
    1
    2
    3

37 What decade is trhe music set in or sound like ?

38 What date and time by Time Zone do you want it released ? List 7 days before you really want it available

39 What studio was it recorded at   ?   Name , City, and state
40 What Date was it recorded ?

41 Can it be sold worldwide ?   Are there any restrictions ?   Available for SYNC ?

42 Do you have a digital copy of the lyrics ready ?   Check spelling

43 what is the storyline of the song ? Why you wrote it

44 Are there any explicit Lyrics ?   Are they marked with an E

45 All these song files, lyric files, and art files should be in 1 diigital directory for easy access

46 be prepared to upload these using www.wetransfer.com to your publisher and label .
     each DSP/label will have different rules

47 Is there a studio/concept video , if so the url

48 is there a live video ? If so url