**Song Registration Checklist**

**Identify all Songwriters, Performers, and Publishers of the Song**

* any persons involved in the song-making process
* contact information
* ownership percentages for royalties.

**Register each Writer’s and Publisher’s Share of the Song**

The percentage generally sums up to 100%.

**Metadata**

Include your interested party information number (IPI), international standard recording code (ISRC) for each song, covers or live versions of a song, and contact information.

**Get Samples or Derivative Works Cleared**

Samples are original works or songs that already exist that are not created by yourself. Each sample, re-recording, or combination must be cleared by the owner or creator to use.

**Registration Considerations**

* Performing Rights Organizations (PROs) collect performance royalties
* Mechanical Rights Organizations (MROs) collect mechanical royalties
* Collective Management Organizations (CMOs) collect mechanical and performance royalties
* Publishing Administrators work in tandem with local societies to maximize royalties internationally and other revenue sources

**Getting Music to Your Fans**

**Distribute Your Music**

Use an independent distributor (such as Distrokid, CD Baby, etc.) to upload songs onto major digital streaming platforms (DSPs) (such as Apple Music, Spotify, Amazon Music, etc.) and online radio.

**Master Recording Revenue**

Register with a collection society (such as BMI, ASCAP, SOCAN, etc.) to be designated as a song writer within the publishing industry.

**Performance Royalty (Writer’s Share)**

Register songs with a publishing administrator (such as TuneCore, Songtrust, CD Baby Pro, etc.) who will register your songs with mechanical global performance societies.

**Performance and Mechanical Royalties (Publisher’s Share)**

Register musical compositions with SoundExchange for non-interactive digital radio streams.

\*Practices and standards for territories outside of the United States may vary.