

Collaboration Communication & Project Coordination Sheet

Project Overview

Project Name: _____

Artist / Band / Organization: _____

Project Type:

- Recording Project
- Live Performance
- Tour
- Video Production
- Release Campaign
- Collaboration
- Other: _____

Project Start Date: _____

Target Completion Date: _____

Team Members & Roles

Nam e	Rol e	Phon e	Emai l

Primary Responsibility Assignments

Responsibility	Assigned To
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Scheduling	
Recording Coordination	
File Management	
Social Media	
Artwork Coordination	
Video Coordination	
Financial Tracking	
Booking / Venue Communication	
Merchandising	
Distribution Management	
Press / Outreach	
Revision Collection	

Communication Structure

Primary Communication Methods

- Email
- Group Chat
- Text Message
- Phone Calls
- Project Management App
- Video Meetings

Primary Communication Platform:

Expected Response Time

- Same Day
- Within 24 Hours
- Within 48 Hours
- Flexible Based on Schedule

Emergency Contact Procedure

Decision Authority

Category	Final Approval Authority
Song Arrangements	
Recording Decisions	
Mix Revisions	
Master Approval	
Artwork Approval	
Budget Decisions	
Release Scheduling	
Public Statements	
Social Media Posts	

Revision Submission Workflow

How should revisions be submitted?

- Single Shared Document
- Email Thread
- Group Discussion
- One Designated Representative
- Other: _____

Who collects and organizes revision notes?

How are conflicting revision requests handled?

File Management Coordination

Official Project Storage Location

Backup Location

Approved File Naming Structure

Scheduling & Milestones

Milestone	Deadline	Completed
Songwriting Completion		<input type="checkbox"/>
Rehearsals		<input type="checkbox"/>
Recording Sessions		<input type="checkbox"/>
Editing Completion		<input type="checkbox"/>
Mix Approval		<input type="checkbox"/>
Master Approval		<input type="checkbox"/>
Artwork Completion		<input type="checkbox"/>
Video Completion		<input type="checkbox"/>
Distribution Upload		<input type="checkbox"/>
Release Date		<input type="checkbox"/>

Financial Communication

Who tracks project expenses?

How are expenses approved?

How are payments documented?

Conflict Resolution

If disagreements cannot be resolved internally, who mediates?

Are unanimous approvals required for major decisions?

- Yes
- No
- Only for specific categories

If specific categories apply:

Public Communication Expectations

Who is authorized to make official public statements about the project?

Are unreleased materials allowed to be shared publicly?

- Yes
- No
- Only with approval

Final Confirmation

This document confirms that collaborators reviewed and discussed:

- communication expectations,
- project responsibilities,
- revision workflow,
- scheduling structure,
- and decision authority before major project work began.

Participant Signature: _____

Date: _____

Participant Signature: _____

Date: _____

Participant Signature: _____

Date: _____

Participant Signature: _____

Date: _____