

Creative Work Documentation Log

A clean archival worksheet musicians use to document:

- creation dates
- demo versions
- contributors
- file locations
- registrations
- ownership notes

That directly supports the article without overlapping too heavily with split sheets or publishing worksheets.

It teaches one of the most important real-world habits:
document your work while it is being created, not years later during a dispute.

Creative Work Documentation Log

Project Information

Artist / Band Name:

Project Title:

Primary Contact:

Email / Phone:

Composition Information

Song Title:

Alternate / Working Title:

Date Initially Created:

Current Version Date:

Genre / Style:

Contributor Documentation

Contributor Name	Role	Contribution Description	Ownership Discussed
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

File & Session Tracking

Primary DAW Used:

Session File Location:

Demo File Backup Location:

Cloud Backup Completed:

- Yes
- No

External Backup Completed:

- Yes
- No

Registration & Ownership Tracking

Copyright Registered:

- Yes
- No
- Pending

Copyright Registration Number:

PRO Registration Completed:

- Yes
- No
- Pending

Publishing Registration Completed:

- Yes
- No
- Pending

Split Sheet Completed:

- Yes
- No

Release Preparation

Distributor:

ISRC Assigned:

- Yes
- No

UPC Assigned:

- Yes
- No

Metadata Verified:

- Yes
- No

Usage Permissions & Agreements

Were outside musicians involved?

- Yes
- No

Were producers involved?

- Yes
- No

Were written permissions or agreements created?

- Yes
- No
- Partial

Notes Regarding Permissions or Ownership:

Archive Notes

Storage Drive / Folder Information:

Important Email Threads Saved:

- Yes
- No

Lyric Drafts Archived:

- Yes
- No

Session Exports Archived:

- Yes
- No

Additional Notes