

Distribution Agreement Review Checklist

This works because musicians constantly rush through distributor signups without reviewing:

- ownership clauses
- exclusivity
- payment structures
- takedown control
- catalog exit terms
- royalty percentages
- renewal language

The tool turns the article into something actionable immediately.

Distribution Agreement Review Checklist

Artist / Project Information

Artist / Band Name:

Release Title:

Distributor Being Reviewed:

Agreement Review Date:

Ownership Verification

Does the artist retain master ownership?

- Yes
- No
- Unclear

Does the agreement mention publishing ownership?

- Yes
- No
- Unclear

Are ownership percentages documented internally?

- Yes
- No

Are contributor approvals complete?

- Yes
- No

Exclusivity Review

Is the agreement exclusive?

- Yes
- No
- Limited Exclusivity

Exclusivity Term Length:

Are there automatic renewals?

- Yes
- No
- Unsure

Are there restrictions on releasing music elsewhere?

- Yes
- No
- Unsure

Revenue & Payment Terms

Distributor Revenue Share:

Artist Revenue Share:

Payment Schedule:

- Monthly
- Quarterly
- Other: _____

Minimum Payment Threshold:

Are fees deducted before payout?

- Yes
- No
- Unsure

Catalog Control

Can releases be removed freely by the artist?

- Yes
- No
- Limited

Are takedown procedures explained clearly?

- Yes
- No

Does the distributor retain any post-termination rights?

- Yes
- No
- Unsure

Are catalog transfers allowed?

- Yes
- No
- Unsure

Metadata & Registration Review

- Song titles verified
- Contributor names verified
- ISRC codes archived
- Artwork permissions confirmed
- Publishing information documented
- Explicit content labeled correctly
- Split sheets completed
- Copyright ownership reviewed

Additional Services Included

- Publishing Administration
- YouTube Monetization
- Sync Licensing Opportunities
- Playlist Pitching
- Marketing Support

- Rights Management Services
- Content ID Administration
- Physical Distribution

Dispute & Legal Terms

Does the agreement explain dispute resolution?

- Yes
- No

Jurisdiction / Governing Territory:

Does the agreement limit artist liability?

- Yes
- No
- Unsure

Are indemnification clauses present?

- Yes
- No
- Unsure

Internal Archive Checklist

- Agreement PDF archived
- Payment login information secured
- Revenue reports archived
- Contributor approvals archived
- Metadata backups created
- Release assets backed up

Additional Notes