

# Live Performance Licensing & Venue Compliance Checklist

Not legal advice.

Not a contract.

A practical operational checklist.

This works because musicians constantly encounter situations where nobody knows:

- whether the venue is licensed
- who handles reporting
- whether setlists matter
- who is responsible for what
- whether livestreams change licensing obligations

The tool helps organize those conversations professionally.

# Live Performance Licensing & Venue Compliance Checklist

## Event Information

**Event Name:**

**Venue Name:**

**Event Date:**

**Promoter / Organizer:**

**Performing Artist / Band:**

# Venue Licensing Verification

**Has the venue confirmed active music licensing coverage?**

- Yes
- No
- Unknown

**Licensing Organizations Confirmed:**

- ASCAP
- BMI
- SESAC
- GMR
- Unsure

**Venue Representative Spoken To:**

**Date Confirmed:**

## Performance Type

- Original Music Performance
- Cover Song Performance
- DJ Performance
- Acoustic Performance
- Ticketed Event
- Private Event
- Festival Appearance
- Livestream Included

Broadcast Recording Planned

Video Capture Planned

## **Setlist & Reporting Preparation**

**Was a final setlist prepared?**

Yes

No

**Will setlists be submitted to applicable PRO systems if required?**

Yes

No

Unsure

**Are all original songs properly registered?**

Yes

No

Partially

**Are ownership splits documented?**

Yes

No

## **Livestream & Recording Considerations**

**Will the event be livestreamed?**

Yes

No

**Will the performance be monetized online?**

Yes

No

## **Will recorded footage remain publicly available after the event?**

- Yes
- No
- Unsure

## **Have music usage rights been reviewed for online distribution?**

- Yes
- No
- Unsure

# **Venue Communication Notes**

## **Internal Artist Preparation**

- Performance agreements reviewed
- Licensing questions discussed
- Setlist finalized
- Original songs documented
- Recording permissions clarified
- Broadcast permissions clarified
- Guest performers confirmed
- Event promotion approved

## **Post-Event Follow-Up**

- Setlists archived

- Performance footage archived
- Broadcast usage documented
- Revenue reports tracked
- Licensing concerns documented
- Performance dates recorded for future royalty tracking

## **Additional Notes**