

WORKING MUSICIANS ALLIANCE

Master Ownership Documentation Worksheet

PROJECT INFORMATION

Artist / Band / Project Name:

Recording Project / Album / Single:

Primary Contact:

Date:

Studio / Recording Location:

MASTER RECORDING INFORMATION

Song / Recording Title	Recording Date	Final Master Completed?
_____ —	_____ —	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____ —	_____ —	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____ —	_____ —	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____ —	_____ —	<input type="checkbox"/> Yes <input type="checkbox"/> No

_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
-	-	

MASTER OWNERSHIP DISCUSSION

Who Is Intended To Own The Master Recordings?

Ownership Structure:

- Single Owner
- Shared Ownership
- Label Ownership
- Partnership Ownership
- Ownership Still Pending Discussion

Additional Ownership Notes:

RECORDING FUNDING INFORMATION

Expense Category	Paid By	Amount / Notes
Studio Time	_____	_____
	-	-
Producer Fees	_____	_____
	-	-
Mixing	_____	_____
	-	-
Mastering	_____	_____
	-	-
Session Musicians	_____	_____
	-	-

Equipment Rental	_____	_____
	-	-
Travel / Lodging	_____	_____
	-	-
Other	_____	_____
	-	-

PRODUCER & CONTRIBUTOR PARTICIPATION

Producer Name(s):

Producer Compensation Structure:

- Flat Fee
- Backend Participation
- Points
- Work-For-Hire
- Other:

Session Musicians Involved?

- Yes
- No

Session Musician Agreements Clarified?

- Yes
- No

Contributor Credit Expectations Discussed?

- Yes

No

LICENSING & APPROVAL AUTHORITY

Who Controls Licensing Approval?

Sync Licensing Approval Requirements:

Distribution Approval Authority:

Remix / Re-Release Approval Authority:

DISTRIBUTION & PLATFORM ACCESS

Distributor Being Used:

Who Controls Distribution Account Access?

Login / Administrative Access Shared?

Yes

No

Metadata Responsibilities Assigned?

Yes

No

ISRC Assignment Responsibility:

FILE STORAGE & MASTER MANAGEMENT

Primary Storage Location:

Backup Storage Location:

Physical Drive Backup Exists?

Yes

No

Cloud Backup Exists?

Yes

No

Final Master Exports Archived?

Yes

No

Stem Exports Archived?

Yes

No

Session Files Archived?

Yes

No

OWNERSHIP CLARIFICATION REVIEW

- Ownership expectations discussed clearly
- Recording funding documented
- Producer participation clarified
- Contributor expectations discussed
- Licensing authority identified
- Distribution control clarified
- Backup systems organized
- Administrative responsibilities assigned
- Contributors encouraged to keep copies of agreements

ADDITIONAL PROJECT NOTES

FINAL NOTE

Master recording ownership may affect licensing control, distribution authority, royalty participation, archival management, and long-term commercial use of recorded audio.

The purpose of this worksheet is to help artists, producers, collaborators, and recording teams organize ownership discussions, document recording administration details, and reduce future confusion regarding control and management of master recordings.