

# Music Release Metadata Preparation Sheet

This becomes immediately practical before distribution uploads.

It helps musicians organize:

- song titles
- ISRCs
- contributor names
- release dates
- ownership info
- versions
- credits
- explicit labels
- publishing info

This is exactly the kind of thing independent artists screw up when rushing releases at 2AM before launch day.

# Music Release Metadata Preparation Sheet

## Release Information

**Artist / Band Name:**

**Release Title:**

**Release Type:**

- Single
- EP
- Album

- Live Release
- Compilation

**Planned Release Date:**

**Distributor:**

## **Track Information**

**Track #1**

**Song Title:**

**Version Type:**

- Original
- Radio Edit
- Instrumental
- Acoustic
- Live
- Remaster
- Remix
- Other: \_\_\_\_\_

**ISRC Code:**

**Explicit Content:**

- Yes
- No

**Genre:**

**Primary Songwriter(s):**

**Featured Artist(s):**

**Producer(s):**

## **Track #2**

**Song Title:**

**Version Type:**

- Original
- Radio Edit
- Instrumental
- Acoustic
- Live
- Remaster
- Remix
- Other: \_\_\_\_\_

**ISRC Code:**

**Explicit Content:**

- Yes
- No

**Genre:**

**Primary Songwriter(s):**

**Featured Artist(s):**

**Producer(s):**

# Publishing & Ownership

## **Publishing Registered:**

- Yes
- No
- Pending

## **Split Sheets Completed:**

- Yes
- No

## **Master Ownership Confirmed:**

- Yes
- No

## **Contributor Credits Verified:**

- Yes
- No

# Artwork & Branding

## **Cover Artwork Finalized:**

- Yes
- No

## **Artwork Ownership Confirmed:**

- Yes
- No

## **Artist Name Consistent Across Platforms:**

- Yes
- No

**Social Media Links Updated:**

- Yes
- No

## **Metadata Verification Checklist**

- Song titles reviewed for spelling consistency
- Contributor names verified
- ISRC codes archived
- Release date confirmed
- Explicit content labeled correctly
- Publishing information documented
- Distributor information verified
- Streaming platform profiles reviewed
- File names organized properly
- WAV masters backed up

## **Archive & Delivery Tracking**

**Master File Backup Location:**

**Artwork Backup Location:**

**Metadata Spreadsheet Archived:**

- Yes
- No

**Final Upload Date:**

## **Additional Notes**