

# **WMA PRO & Publishing Registration Worksheet**

## **Working Musicians Alliance**

### **Song Ownership, Publishing & Performance Rights Preparation Packet**

## **Purpose of This Worksheet**

This worksheet was created to help musicians, songwriters, bands, producers, and collaborators organize important publishing and performance rights information before problems arise later.

Many music industry conflicts begin because ownership percentages, publishing information, registrations, contributor roles, or release details were never clearly documented at the beginning of a project.

This document is intended to help artists maintain clearer records regarding songwriting ownership, publishing administration, registration status, collaboration details, and release information associated with original musical works.

This is an organizational and educational worksheet only and is not legal advice.

## **SONG INFORMATION**

**Song Title:**

**Alternate Title(s) or Working Title(s):**

**Primary Performing Artist / Band Name:**

**Genre:**

**Approximate Date Song Was Written:**

**Official Release Date (If Released):**

**Distributor Used:**

**ISRC Code (If Assigned):**

**UPC / Album Identifier (If Applicable):**

## **SONGWRITER & OWNERSHIP INFORMATION**

**Contributor #1**

**Full Legal Name:**

**Stage Name (If Applicable):**

**Role(s):**

- Songwriter
- Lyricist
- Composer
- Producer
- Arranger
- Instrumentalist
- Other: \_\_\_\_\_

**Ownership Percentage:**

\_\_\_\_\_ %

**PRO Affiliation:**

- ASCAP
- BMI
- SESAC
- GMR
- None
- Unknown

**IPI / CAE Number (If Known):**

**Contributor #2**

**Full Legal Name:**

**Stage Name (If Applicable):**

**Role(s):**

- Songwriter
- Lyricist
- Composer
- Producer
- Arranger
- Instrumentalist
- Other: \_\_\_\_\_

**Ownership Percentage:**

\_\_\_\_\_ %

**PRO Affiliation:**

- ASCAP
- BMI
- SESAC
- GMR

- None
- Unknown

**IPI / CAE Number (If Known):**

## **Contributor #3**

**Full Legal Name:**

**Stage Name (If Applicable):**

**Role(s):**

- Songwriter
- Lyricist
- Composer
- Producer
- Arranger
- Instrumentalist
- Other: \_\_\_\_\_

**Ownership Percentage:**

\_\_\_\_\_ %

**PRO Affiliation:**

- ASCAP
- BMI
- SESAC
- GMR
- None
- Unknown

**IPI / CAE Number (If Known):**

# OWNERSHIP CONFIRMATION

**Have all contributors discussed ownership percentages?**

- Yes
- No
- Partially

**Are all contributors in agreement regarding ownership?**

- Yes
- No
- Pending Discussion

**Was any split agreement documented in writing?**

- Yes
- No

**Location of split agreement or supporting documentation:**

# PUBLISHING INFORMATION

**Publishing Entity Name (If Applicable):**

**Publishing Administrator:**

**Publishing Status:**

- No Publishing Entity Established
- Self-Published
- Publishing Administrator Involved
- Third-Party Publisher Involved
- Unknown

**Has the composition been registered with a PRO?**

- Yes
- No
- Pending

**Registration Date:**

**Registration Confirmation / Reference Number:**

## **RELEASE & DISTRIBUTION TRACKING**

**Has the song been commercially released?**

- Yes
- No

**Platforms Released On:**

- Spotify
- Apple Music
- YouTube Music
- Amazon Music
- Bandcamp
- SoundCloud
- Physical Release
- Other: \_\_\_\_\_

**Has the metadata been verified for accuracy?**

- Yes
- No
- Unsure

**Are all songwriter credits correctly listed?**

- Yes
- No
- Unsure

# **LIVE PERFORMANCE TRACKING**

**Has this song been performed live?**

- Yes
- No

**Approximate Number of Live Performances:**

**Important Venues / Festivals / Broadcast Events:**

**Were setlists submitted to the appropriate PRO when applicable?**

- Yes
- No
- Unsure

## **COLLABORATION NOTES**

**Additional agreements, discussions, concerns, or important details:**

## **MASTER RECORDING INFORMATION**

**Who owns the master recording?**

**Was the recording self-funded?**

- Yes
- No
- Partially

**Was an outside producer or studio involved?**

- Yes
- No

**Producer / Studio Name:**

## **ARCHIVE & RECORDS**

**Location of final session files:**

**Location of lyric sheets / demos / project files:**

**Location of contracts or agreements:**

**Primary contact responsible for maintaining records:**

## **FINAL REVIEW**

Before release, confirm the following:

- Ownership percentages discussed
- Contributor names verified
- Publishing status reviewed
- PRO registration reviewed
- Metadata verified
- Split agreements documented
- Release information archived
- Master ownership clarified

- Session files backed up
- Contact records maintained

Proper documentation, accurate registrations, and early communication can help reduce disputes, improve royalty collection accuracy, and create stronger long-term professional relationships throughout the music industry.