

Cue Sheet Guide + Sample Cue Sheet

A practical reference for audiovisual music usage documentation

Important: This resource is provided for educational and operational use only. It is not legal advice and is not a substitute for review by a qualified attorney, performing rights organization, publisher, administrator, or other appropriate professional. Requirements and practices may vary by project, territory, agreement, and organization.

What a cue sheet is

A cue sheet is the production record of music used in a film, television program, episode, or other audiovisual work. It identifies the production and each music cue, including the writers/publishers, duration, and type of use. Performing rights organizations use cue-sheet information to identify performances and support royalty distribution.

Who usually prepares it

The production company or its designated music, post-production, or clearance staff normally prepares and submits the official cue sheet. Composers, publishers, libraries, and licensors should still keep accurate placement details so they can review cue-sheet data and follow up when needed.

Production information to capture

- ☐ Series / film / program title and alternate title, if any
- ☐ Episode title and episode number, when applicable
- ☐ Production company and relevant production contact
- ☐ Air / release date and total program duration
- ☐ Territory or platform details when known

Information for each music cue

- ☐ Cue sequence number
- ☐ Song or cue title
- ☐ Composer / songwriter names
- ☐ Publisher names
- ☐ Performing rights organization / society
- ☐ Music duration
- ☐ Type of usage (for example background, visual, theme, logo, or other production-defined category)
- ☐ Notes needed to distinguish alternate titles, versions, arrangements, or special uses

Operational checklist before submission

- ☐ Confirm the exact work title and spelling used in registrations and licensing records.
- ☐ Confirm writer and publisher names and affiliations.
- ☐ Confirm durations against the final locked picture where practical.
- ☐ Use consistent usage descriptions and production information.
- ☐ Retain a copy of the submitted/final cue sheet with the placement record.

Sample Cue Sheet - Working Template

Production / Series Title	_____
Episode / Film Title	_____
Episode Number	_____
Production Company	_____
Air / Release Date	_____
Program Duration	_____
Prepared By / Contact	_____

#	Cue / Song Title	Writer(s)	Publisher(s)	PRO / Society	Usage	Duration	Notes

Reference note: This worksheet is an operational working template, not a substitute for a production company or PRO-required cue-sheet format. Verify the receiving organization's current requirements before submission.