

Licensing Request Intake Form

Free Resource Template

Important: This template is provided for educational and operational use only. It is not legal advice and is not a substitute for review by a qualified attorney. Rights, licensing terms, contracts, and legal requirements vary by project, territory, and situation.

Requester

Company / Organization	
Contact Name	
Email	
Phone	

Project

Project Title	
Project Type	Film / TV / Ad / Trailer / Game / Online / Other
Production Company	
Territory	
Term	
Media	
Release / Air Date	

Music Use

Track Requested	
Artist	
Use Description	Background / Featured / Credits / Promo / Other
Scene / Context	
Duration of Use	
Edit / Version Needed	
Exclusivity Requested?	Yes / No - details: _____

Business Terms / Timing

Budget / Fee Range	
Response Deadline	
License Needed By	
Additional Notes	