

Sync Deliverables Checklist

Prepare the audio, metadata, rights information, and supporting files before a licensing opportunity arrives

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.

Track Identity

Track Title	_____
Artist / Composer	_____
Catalog / Album / Collection	_____
Primary Contact	_____

Audio Deliverables

- ☐ Final full mix - high-resolution WAV
- ☐ Instrumental mix
- ☐ Clean / broadcast-safe mix when needed
- ☐ No-vocal / reduced-vocal alternate where useful
- ☐ TV mix / performance mix where relevant
- ☐ Stems available or documented (for example drums, bass, guitars, keys, vocals, FX)
- ☐ Short edits / cutdowns available where useful (for example :60, :30, :15)
- ☐ Alternate endings, button endings, intros, or loopable versions available where useful
- ☐ Reference MP3 available for fast review

Metadata

- ☐ Track title and artist/composer names are final and consistent
- ☐ Genre, mood, energy, tempo/BPM, key, instrumentation, vocal type, and lyric themes are documented
- ☐ Explicit / clean status is documented
- ☐ Lyrics are available and proofread
- ☐ Contact information is current

Rights & Clearance

- ☐ Master owner/controller is identified
- ☐ All writers/composers are identified
- ☐ Publishers/administrators and ownership splits are documented
- ☐ PRO/society and IPI/CAE information is available where applicable

- ☐ One-stop status is confirmed, or partial-control limitations are clearly documented
- ☐ Samples, interpolations, featured performers, and third-party elements are identified and cleared/documentated as required
- ☐ Territory, media, term, brand/category, exclusivity, or other restrictions are documented

Delivery Readiness

- ☐ Files use consistent, human-readable names
- ☐ All versions are connected to the correct underlying composition and master
- ☐ A secure streaming/download link can be provided quickly
- ☐ High-resolution files can be delivered without re-exporting or searching old drives
- ☐ The team knows who can approve a license and how quickly approval can be obtained

Final Readiness Status

Ready to Pitch	☐ Yes ☐ No ☐ Needs Review
Open Issues	
Reviewed By	
Review Date	