

Sync Metadata Worksheet

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.

Track Identity

Track Title	
Artist / Performer	
Alternate Title	
Album / Project	
ISRC	
Duration	
Release Status	Released / Unreleased / Other: _____

Creative Metadata

Genre / Subgenre	
Mood	
Energy	Low / Medium / High / Other: _____
Tempo / BPM	
Vocal Type	Instrumental / Male / Female / Group / Other
Instrumentation	
Lyrical Themes	
Scene / Use Ideas	

Rights & Clearance

Master Owner / Controller	
Publishing Owner(s)	
Writer(s)	
PRO / IPI / CAE	
One-Stop Status	Yes / No / Partial / Needs Verification
Samples / Interpolations	None / Yes - explain: _____
Restrictions	

Available Deliverables

Done	Checklist Item
☐	Full master
☐	Instrumental
☐	Clean version
☐	Alternate mix
☐	30-second cut
☐	60-second cut
☐	Stems
☐	Lyrics
☐	WAV master