

Sync Pitch Readiness Checklist

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

Track Title	
Artist	

Before You Pitch

Done	Checklist Item
☐	Final master is presentation-ready and correctly labeled.
☐	Creative metadata is complete and accurate.
☐	Writers and publishers are identified.
☐	Master ownership/control is verified.
☐	Publishing ownership/control is verified.
☐	PRO and IPI/CAE information is recorded where applicable.
☐	One-stop status is verified rather than assumed.
☐	Samples, interpolations, and third-party material are disclosed.
☐	Known restrictions are documented.
☐	Instrumental and other useful alternate versions are available.
☐	Deliverables can be located and supplied quickly.
☐	The track actually fits the brief or opportunity.
☐	Pitch contact and licensing contact are current.
☐	Any unresolved clearance issue is visible to the pitch team.

Final Notes

Opportunity / Brief	
Pitch Contact	
Outstanding Issues	
Ready to Pitch?	Yes / No / Conditional