

To-Do List for Songwriters, Composers and Lyricists



We know it can be difficult to navigate all the steps to collect different types of royalties, especially if you don't have a publisher or administrator. Follow the list below to ensure you are receiving all your song-related (aka publishing) royalties.

ALL SONGWRITERS, COMPOSERS AND LYRICISTS

1. JOIN A PRO AS A WRITER

My PRO is: _____ My Writer IPI is: _____

My Writer Name is: _____

DECIDE ON PUBLISHING ADMINISTRATION

2. PICK ONE OF THREE SCENARIOS:

- ☐ **I am fully administered** - None of my works are self-administered.
- ☐ **I am fully self-administered** - All of my works are self-administered (meaning no publisher or publishing administrator administers my songs — I handle them myself).
- ☐ **I am partially self-administered** - Some of my works are self-administered and some are administered by a publisher or publishing administrator.

ONLY SELF-ADMINISTERED (FULLY OR PARTIALLY) SONGWRITERS, COMPOSERS AND LYRICISTS

1. AFFILIATE WITH A PRO AS A PUBLISHER

My Publisher Name is: _____

My Publisher IPI is: _____

2. JOIN THE MLC

My Member Name is: _____

My Member Number is: _____

3. REGISTER my works

- ☐ with my PRO
- ☐ with The MLC
- ☐ with the U.S. Copyright Office

4. SEARCH THE MLC UNMATCHED usage data for recordings of my works

5. RESEARCH and select ways to collect other song-related royalties which are not collected by my PRO or The MLC (if applicable) including:

- International mechanical royalties (digital and physical)
- Domestic physical mechanical royalties
- International and domestic synchronization (sync) and micro-sync (video-social) royalties
- International and domestic lyric use royalties