

GODSFAME MUSIC

MUSIC SPLIT-SHEET CHECKLIST FOR SONGWRITERS

Use this checklist when collaborators agree how ownership of a song's composition will be recorded. Complete it together and keep a copy with your project records.

1. Identify the song

- Working song title and any alternate title:
- Songwriting date or project reference:
- Confirm whether the document covers the composition (lyrics and/or music), not automatically the sound recording.

2. List every relevant contributor

- Record each songwriter's full legal name and professional/stage name, if different.
- Describe each person's contribution (for example: lyrics, melody, or other agreed compositional work).
- Add reliable contact details and publisher/rights-organisation details where applicable.

3. Agree and record ownership

- Discuss the proposed ownership percentages openly before release.
- Write the agreed percentage for each composition owner.
- Check that the percentages account for 100% of the composition shares being documented.
- Do not assume every contributor receives an equal share; record the agreement actually reached.

4. Clarify separate arrangements

- Confirm whether producer fees, recording ownership, publishing administration, samples, or other rights are covered by separate agreements.
- Do not assume that paying for recording, mixing, or mastering automatically grants composition ownership.
- Identify any samples or third-party material and confirm that permissions/clearances are addressed before release.

5. Confirm and store the agreement

- Make sure every relevant contributor has reviewed and understood the terms.
- Record the date and obtain signatures or other written confirmation appropriate to the arrangement.
- Give each contributor a copy and store the final version securely.
- Use consistent names and percentages when registering the work with relevant rights organisations or administrators.
- Document any later changes and update relevant records where required.

Quick project record

Song title: _____

Contributor names: _____

Total shares recorded: _____ Date: _____

File/location of signed agreement: _____

Important: This checklist is an educational aid, not a complete legal agreement or legal advice. A split sheet records the contributors' agreed composition ownership; it does not replace copyright registration, a producer agreement, a publishing agreement, or other documents that may be needed. For significant releases or uncertain ownership, consult a qualified music lawyer.

