

MUSIC FORM GUIDELINES



Please see below explanations for each column of the Music Submission Form:

a) No.: the sequence number of the music as it appears in your routine. For example, the first piece of music used would be "1", the second piece of music used would be "2" and so on

b) Duration: the length of each section of the track as used in your routine (minutes and seconds). It is not the length of the entire track.

c) Title: full title of the track, as given in the track list of the record.

d) Artist(s): the name/s of the singer, band, orchestra or other artist that performs the music on the recording that you intend to use.

e) Writer/Arranger (if applicable):

- **Writer:** the name/s of the writer/s of the music and the lyrics. They are also referred to as the composer/s and the author/s.

- **Arranger:**

i. If the original song/composition credits an arranger as well as composer/author/s, the arranger's name is required and must be provided.

ii. If you have engaged your own arranger to alter and/or re-record a pre-existing song/composition that is still in copyright, the name of the arranger should not be provided, because your arranger is not a rights-holder of the song/composition (and so will not receive a share of any royalties).

iii. If you have engaged your own arranger to alter and/or re-record a song/composition that is in the public domain throughout the world, the name of your arranger is required and must be provided.³

iv. If there is no arranger, state "N/A".

f) Record label/owner of recording: the name of the record label or, if there is none, the name of the owner of the recording, also known as the "master rights owner". This could, for example, be the name of the record producer.

g) Year first released: the year when the actual recording was first released to the general public, e.g. when it first went on sale. If the recording is unreleased, state the year when the recording was first produced. This concerns only the particular recording that you intend to use: it does not apply to any other recording of the same music (if there is another one).

h) Writer(s)/owner(s) (composition)/lyrics: Name of writer/composer

i) Publisher(s): the name/s of the publisher/s of the song/composition. It is common for there to be more than one publisher. The name of every publisher must be included. If the song/composition is unpublished, e.g. if it has not been assigned to a publisher or is in the public domain, state "Unpublished".

Note: Insert any additional that might be relevant. Not mandatory

Auditing Entity's Note: Leave blank

Other Note: Leave blank