FAQ - The Audiovisual Cue Sheet

***Q. What is an audiovisual cue sheet?***  
A.  A music cue sheet is a document which provides details about all the music used in an audiovisual production such as a feature film, an episode of a television series, even a television commercial.  A music cue sheet lists theme music and background cues associated specifically with those productions, as well as independent songs, which are also included in the soundtrack.

***Q. How does SOCAN use the information on the audiovisual cue sheet to pay performance royalties to songwriters, composers and music publishers?***  
A. SOCAN receives programming information on an ongoing basis which tells us what audiovisual productions are being shown on television and at the movie theatre. Based on this information we allocate the number of performances logged. The programming information, however, does not provide any detail about what music is being used in each production. Without the cue sheet, these performances would remain unidentified and unpaid. To provide us with details about the music used in the production, we rely on the information provided on the audiovisual cue sheet.

***Q. Specifically what information is provided to SOCAN in an audiovisual cue sheet?***  
A. The first section of cue sheet provides high level details about the production including name, date of production, names of director and actors, country of origin, foreign sales, etc. This is useful to accurately identify which production should be matched to the performance information received by each PRO. The second section of the cue sheet provides specific details about each piece of music used including title, composer, music publisher, ownership share, and the manner of usage (e.g. theme or background).

***Q. Who is responsible for submitting the audiovisual cue sheet to SOCAN?***  
A. A cue sheet completed by the producer of a film or television show is considered the authoritative source, but cue sheets may also be received from broadcasters, distributors, international performing rights organizations, and members.  As a songwriter, composer, or publisher, it is advisable that you notify any production companies you work with to file their cue sheets with SOCAN, and to provide you with copies for your records.

***Q. How do I submit a music cue sheet to SOCAN?***  
A. SOCAN cue sheets may be completed online and sent to [CueSheetSubmit@socan.com](mailto:CueSheetSubmit@socan.com)  Any other electronic format cue sheet may also be emailed to [CueSheetSubmit@socan.com](mailto:CueSheetSubmit@socan.com) SOCAN will accept hard copy cue sheets by mail or fax.

***Q. How do I fill out an audiovisual cue sheet?***  
A. Detailed instructions on how to complete a music sheet can be found at [How to Complete  a SOCAN Cue Sheet.](http://uat.socan.ca/files/pdf/AVCueSheet_ENG_2012.pdf) Samples of music cue sheets can be found at [Sample Cue Sheet](http://uat.socan.ca/files/pdf/Sample%20Film%20Cue%20Sheet.pdf). For any additional questions, email our Info Centre at [members@socan.c](mailto:members@socan.ca)om or call 1-866-307-6226.