



## FAQ – Industry-standard cue sheet

### Questions specific to the new cue sheet

#### **What has changed in the new cue sheet?**

You will notice the old and new sheets are similar. The greatest difference is in how the cue sheet is ingested. When cue sheets are complete, and the information is recognized as complete internationally, the cue can be ingested into our systems without additional verification required. It is a part of a global initiative to ensure everyone is requesting and using the same information. The easier it is to match cues/works with music uses and their associated licenses, the easier it is to get royalties to the screen composers, songwriters and publishers who earned those royalties. We've improved the user experience by adding tips to individual fields, while other fields auto-populate, speeding up the time to complete a cue sheet.

#### **What are the benefits of this new cue sheet and why is SOCAN introducing it?**

The cue sheet template has been revised as part of an international initiative to ensure that music rights organizations around the world collect consistent information. By streamlining our efforts, cue sheet details can be processed more efficiently, ensuring royalties are paid for a production played in all countries, not just Canada.

#### **If an old form is submitted, will it still be processed?**

Yes. We will always accept data that allows us to process royalty payments. We are connecting with members, music organizations, producers, broadcasters, music supervisors, and others to provide the new cue sheet, and we will continually encourage its use via several communication channels.

#### **Will cue sheets be processed faster with this new format/template?**

They will be processed more efficiently and consistently. When cue sheets are complete, and the information is recognized as complete internationally, the cue can be ingested into our systems without additional verification required. It is a part of a global initiative to ensure everyone is requesting and using the same information. The easier it is to match cues/works with music uses and their associated licenses, the easier it is to get royalties to the screen composers, songwriters and publishers who earned those royalties.

#### **Where does the CAVCO number go in the new format?**

The CAVCO number is not required information for international ingestion of cues and works. The standardized cue sheet is a global effort, so we must adhere to the information required globally. The standardization is more efficient.

#### **Do I need to submit new versions of cue sheets I've already submitted?**

No, all cue sheets already provided will continue to be processed. There is no requirement to resubmit.

#### **Can I use a different format? If not, why?**

Yes. We will always accept data that allows us to process royalty payments. However, the new cue sheet is an important part of a global initiative to ensure everyone is working with consistent information so that we can make processing more efficient. When cue sheets are complete, and

the information is recognized as complete internationally, the cue can be ingested into our systems without additional verification required. The easier it is to match cues/works with music uses and their associated licenses, the easier it is to get royalties to the screen composers, songwriters and publishers who earned those royalties. We will continue to encourage the use of the new cue sheet via several communication channels.

## **TROUBLE SHOOTING: Why is the cue sheet not working? Why can't I edit? Why are cells not auto-populating?**

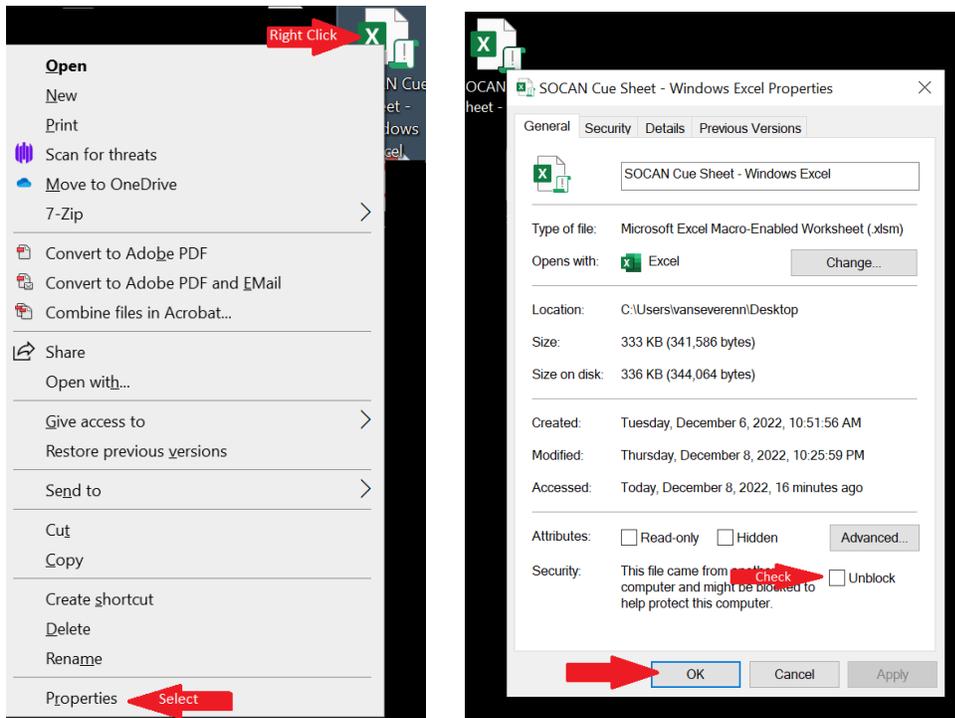
First ensure you are downloading the form that will work with your operating system.

The Excel version works for Windows or Apple products where Microsoft Office has been installed.

The Numbers version works for Apple products where Microsoft Office has not been installed.

Steps to ensure all editing and functionality is enabled:

- Click on the file you want to download and save to YOUR computer
- Open the file
  - If you see the message **ENABLE CONTENT** – go ahead and click it to begin working
  - If you see a message the **MACROS HAVE BEEN DISABLED** – follow steps below
- **CLOSE** the file
- Find the file in your computer and **RIGHT CLICK** on the file name/image and select properties. Do not open the file – just right click on it.
- In the security section, check the **UNBLOCK** box and then **OK**
- Open the file and you should now see the **ENABLE CONTENT** message. Click and begin working.



## General

### What is a cue sheet?

A music cue sheet is a document that 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 that are also included in the soundtrack.

### Why do I need to submit a cue sheet?

A cue sheet provides the necessary detailed information that allows SOCAN to match the music used in an audio-visual production with license fees collected from different businesses that have broadcast the production. The cue sheet helps to identify music used in Canada and internationally in order to collect and distribute the associated royalties to screen composers, songwriters and publishers who have earned them.

### How does SOCAN use the information on the audiovisual cue sheet to pay performance royalties to songwriters, composers and music publishers?

SOCAN receives programming information on an ongoing basis, which tells us what audiovisual productions are being shown on television, digital platforms and in movie theatres. The programming information, however, does not provide any detail about what music is being used in each production. We rely on the information in the audiovisual cue sheet to provide us with details about the music used in the production. Without the cue sheet, these performances would remain unidentified and unpaid.

### How do I fill out an audiovisual cue sheet?

It's important that you save the template to your local drive on your desktop or mobile device before completing it to ensure all functionality is enabled. Make sure you've completed all fields



with an asterisk before submitting your cue sheet. Fields that are highlighted will automatically populate with information you've already entered

We've created [a short video](#) that highlights the process for completing your cue sheet. In addition, the cue sheet includes tool tips that display in individual fields providing detailed instructions. You can also access the User Guide tab and Standards & Rules tab for even more helpful information.

You can view a completed example cue sheet here [\[link\]](#). For any additional questions, call 1-866-307-6226.

### **How do I submit a music cue sheet to SOCAN?**

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.

### **Who is responsible for submitting the audiovisual cue sheet to SOCAN?**

A cue sheet completed by the producer of a film or series production is considered the authoritative source, but cue sheets may also be received from broadcasters, distributors, international performing rights organizations, and SOCAN members.

It is important as a songwriter, composer, or publisher, that you notify the production companies with whom you work that they need to file their cue sheets with SOCAN. You should also request copies for your records.

Alternately, if you have complete information, SOCAN encourages members to submit their cue sheets directly. If you have a publisher, it's also important to coordinate any cue sheet submission strategy with them..

### **Why are SOCAN members now being encouraged to submit cue sheets, where traditionally it was producers, broadcasters etc?**

SOCAN, as with all other societies around the world, has historically relied on the production houses or broadcasters of the productions as the primary source for cue sheets as they have the final version. However, the quality of cue sheets provided and the consistency and timeliness with which those cue sheets are provided to SOCAN has decreased over recent years. Submitting a cue sheet to SOCAN is often not prioritized by those we depend on to submit them. Therefore, we are expanding the opportunity and encouraging members to submit, especially as more members gain access to the final version of the cue sheet. It is important that cue sheets get into our system for matching and royalty distribution as soon as productions have aired. Submitting a complete standardized cue sheet, including all cue, shareholder, IPI and collection share information that can be ingested directly, will help that happen.

### **In what languages is the cue sheet available?**

Cue sheets are available in French and English.

### **Where can I access the cue sheet?**

You can access the new cue sheet on [socan.com](http://socan.com) [\[link sheet\]](#), or if you are a SOCAN Member, you can access it in your SOCAN online account.

# SOCAN

**Does this work in Windows and Apple operating systems?**

Yes. We have created a version in Windows excel and a version in Apple Numbers.