



THE ———  
**ALBUM RELEASE**  
————— CHECKLIST

**DAVEY JAY LAW**

ENTERTAINMENT | BUSINESS | INTELLECTUAL PROPERTY



THE  
**ALBUM RELEASE**  
CHECKLIST

1.

**ENSURE METADATA IN EACH FILE IS CORRECT**

- A. Artist name
- B. Album name
- C. Track names
- D. ISRC codes

2.

**FILE COPYRIGHT REGISTRATIONS  
WITH COPYRIGHT OFFICE**

[www.copyright.gov](http://www.copyright.gov)

3.

**REGISTER WITH A PRO (ASCAP, BMI, ETC.),  
THEN SUBMIT SONGS TO YOUR PRO**



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4.

REGISTER THE SONGS WITH SOUNDEXCHANGE  
[www.soundexchange.com](http://www.soundexchange.com)

5.

SIGN UP FOR SONGTRUST.  
THEY COLLECT WORLDWIDE  
ROYALTIES THAT AREN'T COLLECTED  
BY THE ORGANIZATIONS LISTED ABOVE  
AND WILL COLLECT YOUR MECHANICAL  
ROYALTIES FOR YOU.  
[www.songtrust.com/music-business-royalty-collection](http://www.songtrust.com/music-business-royalty-collection)

6.

SIGN UP WITH A DISTRIBUTOR (SUCH AS  
DISTROKID, TUNECORE, OR CDBABY)



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7.

PREPARE EPK/PRESS KIT & GRAPHICS TO ANNOUNCE THE RELEASE (PRE-RELEASE GRAPHIC, RELEASE DAY GRAPHIC, A FEW VERSIONS FOR AFTER THE RELEASE DATE)

8.

CREATE A LYRIC VIDEO FOR YOUTUBE

9.

UPDATE YOUTUBE CHANNEL TO INCLUDE LINKS TO BUY ALBUM/MERCH

10.

UPDATE BIOS ON ALL SOCIAL CHANNELS TO MENTION/LINK TO THE RELEASE



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11. CLAIM ARTIST BIO ON APPLE MUSIC  
<https://artists.apple.com>
12. UPDATE ARTIST BIO ON STREAMING PLATFORMS (SUCH AS SPOTIFY)
13. SUBMIT LYRICS TO LYRICS WEBSITES (GENIUS, AZLYRICS, METRO LYRICS, AND LETSSINGIT)
14. PLACE SONGS IN SYNC LICENSING CATALOG. SOME MAY OFFER EXCLUSIVE DEALS ONLY. EXAMPLES INCLUDE:
  - a. <https://musicvine.com/become-an-artist>
  - b. <https://www.marmosetmusic.com/submissions>
  - c. <https://www.epidemicsound.com/campaign/artist/>
  - d. <https://audiio.com/contact?artist=application>

Footnote: Nothing in this checklist is intended to be or is legal advice, and no endorsement or approvals of any of the organizations or companies listed should be implied. You are encouraged to research and determine what companies and services are the best fit for you.

**HAVE MORE QUESTIONS?**  
**CONTACT US TODAY!**



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**Be sure to follow us on social media!**



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