

FREE RESOURCE

Music cue sheet template

A free template from DADAAUDIO, with a filled-in example. Use it to check a cue sheet a production sends you, or to prepare one yourself where your society accepts submissions from members.

The fields follow the internationally harmonised cue sheet used by SOCAN. If your society or the production asks for its own form (for example SOCAN's Excel template, or RapidCue in the US), use that form: the information is the same.

Not legal or financial advice. Rules differ by society and territory.

Part 1: Production details

Fields marked * are usually mandatory.

Field	Your production
Production title *	
Alternative title	
Episode title (series)	
Episode number (series)	
Season number (series)	
Production type * (Film/one-off or Series)	
Production category * (feature film, documentary, TV series, commercial, trailer...)	
Year of production * (YYYY)	
Country of production *	
Production duration * (HH:MM:SS)	
Total music duration (HH:MM:SS)	
First release / air date (YYYY-MM-DD)	
Network / station / platform	
Language	
Production company	
Cue sheet provider * (name)	
Role of provider (Producer, Broadcaster, Distributor, Publisher, Composer, Society)	
Prepared by (person)	
Classification * (Original, Revision, Draft)	

Field	Your production
Date submitted / revised (YYYY-MM-DD)	

Part 2: Cues

One block per cue. Add one row per writer and publisher under the same sequence number. If the same piece is used again later, it gets a new sequence number with its own timing.

Seq	Music title *	Usage *	Time in	Time out	Duration *	Music source *	Role *	Name *	Society	IPI	Share % *	ISWC	ISRC
1													
2													
3													
4													
5													

Music source: Specially commissioned (score written for this production) · Library/Production · Pre-existing (e.g. a released song).

Role: Composer/Author · Author, Writer, Lyricist · Arranger · Adaptor · Original Publisher · Sub-Publisher · Administrator.

Shares: follow the convention of the form you are filling in. On the harmonised template, writers and publishers share one 100 % (typically 50 % writer share, 50 % publisher share). Many US forms show the writer side and the publisher side as two separate columns that each add up to 100 %. Whatever the form, the shares must match your work registration.

Part 3: Usage

Usage	Short code often seen	Meaning
Background instrumental	BI	Score or underscore, no vocals, heard only by the audience
Background vocal	BV	Score or underscore with vocals, heard only by the audience
Featured/visual instrumental	VI	Performed by, or audible to, characters on screen; in a video clip; for choreographed dance
Featured/visual vocal	VV	As above, with vocals
Opening (main) theme	MT	Identifies the programme, film or series at the start or within it
Closing (end) theme	ET	Identifies the programme, film or series at the end or within it
Theme	T	Identifies the programme or series
Logo	—	Identifies the production company at the start or end; not a theme

Usage names and definitions come from the harmonised template; the short codes are the ones commonly printed on cue sheets. Use the exact wording your form asks for.

Filled-in example

Everything below is invented to show the format. The names, titles and numbers are not real; IPI numbers are shown as 00000000000 where a real 11-digit IPI name number would go.

Production details

Field	Example
Production title	Tidelines
Episode title	The Harbour
Episode number	3
Season number	1
Production type	Series
Production category	Documentary
Year of production	2026
Country of production	United Kingdom
Production duration	00:44:30
Total music duration	00:06:40
First air date	2026-09-14
Network / station	Example Channel
Language	English
Production company	Example Films Ltd
Cue sheet provider	Example Films Ltd
Role of provider	Producer
Prepared by	Music coordinator, Example Films
Classification	Original
Date submitted	2026-09-30

Cues

Seq	Music title	Usage	Time in	Time out	Duration	Music source	Role		Name
1	Tidelines Main Title	Opening theme instrumental	00:00:00	00:00:45	00:00:45	Specially commissioned	Composer/Author		Comp Exam
							Original Publisher		Exam Films

Seq	Music title	Usage	Time in	Time out	Duration	Music source	Role		Name
									Music
2	Low Water	Background instrumental	00:03:12	00:05:02	00:01:50	Specially commissioned	Composer/Author		Comp Exam
							Original Publisher		Exam Films Music
3	Harbour Lights	Featured/visual vocal	00:17:40	00:18:25	00:00:45	Pre-existing	Author, Writer, Lyricist		Song Exam
							Composer/Author		Song Exam
							Original Publisher		Exam Song Publi
4	Pulse Grid (60s cutdown)	Background instrumental	00:29:05	00:30:05	00:01:00	Library/Production	Composer/Author		Comp Exam
							Original Publisher		Exam Librai Music
5	Low Water	Background instrumental	00:38:20	00:39:40	00:01:20	Specially commissioned	Composer/Author		Comp Exam
							Original Publisher		Exam Films Music
6	Tidelines End Title	Closing theme instrumental	00:43:30	00:44:30	00:01:00	Specially commissioned	Composer/Author		Comp Exam
							Original Publisher		Exam Films Music

Total music: 45 s + 1:50 + 45 s + 1:00 + 1:20 + 1:00 = 6:40, which matches "Total music duration" above.

What the example shows:

- "Low Water" is used twice, so it appears twice (sequence 2 and 5), each with its own timing.
- "Harbour Lights" is a song a character plays on a radio in the scene, so it is featured/visual, not background.
- The library cue is listed under its registered title, "Pulse Grid", with the cutdown noted; the society matches on the title, not the file name.
- Every writer and publisher has a society and an IPI number, including the ones from other countries.

Checklist before it goes out

- ☐ It describes the final cut that aired, not an earlier edit
- ☐ Every piece of music is listed, including short stings, logos and source songs
- ☐ Repeated uses have their own line and timing
- ☐ Titles match the titles registered with the society, exactly

- ☐ Every writer and publisher is listed with role, society and IPI number
- ☐ Shares follow the form's convention and match the work registrations
- ☐ Usage is right for each cue (on screen = featured/visual; underscore = background)
- ☐ Production title, episode, air date and network are filled in
- ☐ Total music duration matches the sum of the cues
- ☐ The works are registered with your society before the sheet is processed
- ☐ You have a copy, saved with the licence for this placement

If a cue sheet is missing or wrong

- ☐ Check your society's online account for cue sheets on that production
- ☐ Ask the production's music supervisor or music department for a copy (give show, episode, air date and your licence)
- ☐ If the music came through a library or sync agent, ask them too
- ☐ Ask for a corrected sheet filed as a revision
- ☐ Check your own work registration (title, writers, shares, IPI)
- ☐ Contact your society with the evidence and ask about its deadline for late claims
- ☐ Note the date of every request and reply

Where to send it

- **SOCAN (Canada):** CueSheetSubmit@socan.com, or the template on socan.com
- **ASCAP and BMI (US):** productions usually file through RapidCue (cuesheets@rapidcue.com accepts the standardised template)
- **Other societies** (PRS for Music, SACEM, GEMA, SIAE and others): check your society's website or member portal for its current process

Sources: SOCAN audiovisual cue sheet template and FAQ (socan.com); RapidCue Batch Reference Guide (rapidcue.com); BMI and ASCAP standardised cue sheet template announcement, July 2016 (reported by MusicRow).