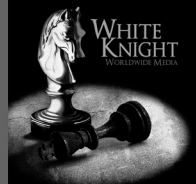


GUIDANCE NOTES FOR CUE SHEET COMPLETION



CUE SHEETS

What is a cue sheet?

A cue sheet is a list of all the music used in an audio visual programme (TV, film or video) including music duration, composer and publisher details. Cue sheet information is kept on file under the film, programme or episode title so that music details only have to be entered once.

An industry-approved standard cue sheet has been established to ensure that all the essential information is provided. You can view the sheet at the bottom of this document.

Guidance notes for completing your cue sheets

1. Music Cue Title and ISWC No.

For specially commissioned score music the terms "Opening Music" and "Closing Music" should be used for the main and end titles. "Into/Out of Commercials" should be used for passages into and out of the commercial breaks. "Incidental Music" should be used to describe the background score.

For non-score pre-existing music the full title should be given.

ISWC (International Standard Work Code) Numbers are currently being developed by representatives of the international music business community. When developed they will be unique numbers for musical works similar to the ISBN system for books.

Please contact one of your local collection societies (see below for telephone contacts) for up-to-date details.

2. Writer(s)/Arranger(s)

Please give the full name(s) in the following format: Surname, First Name, Middle Name (if applicable). The name should be followed by a bracketed indicator of the individual's role using the following codes:

- Composer (**C**)
- Author (**A**)
- Composer/Author (**CA**)
- Arranger (**AR**) (only required for arrangements of non-cop works)

Non-copyright - Should the work be non-copyright document it as such.

CAE No. - This is a unique code indicating the identity of a composer, author or publisher. Please contact one of the collection societies listed below for further information.

3. Publisher(s)

Please give the full name(s) of the publisher(s). Where the work is not published indicate with the designation "Unpublished" in the column.

CAE No. - See Note 2.

4. Performer(s)/Record/Video Title

Please provide full details.

5. Catalogue Number

This is the record/video company's in-house number and brand name which will usually be found on the product cover, often on the spine.

6. International Standard Recording Code (ISRC)

This will also usually be found on the cover of a music video, but in the case of CD's or other commercial digital carriers the ISRC code is embedded in the recording at the time of mastering and can be read electronically. If this code is unavailable leave the field on the form blank.

7. Music Origin Code

These are codes used to indicate the source of the music, as follows:

- **P** - Live performance
- **C** - Commercially record/tape/cd
- **V** - Music Video
- **L** - Library Music disc/tape/cd
- **X** - Specially commissioned score

8. Music Use Code

These codes are used to identify featured and background usages. A musical work is featured when it is opening or closing music, into or out of commercial music, or when the characters in the film are aware of the music, e.g., juke box music in a bar scene. It also featured in films wherein the composer or performer of the musical content forms the subject or one of the subjects of the film. A work is considered background in all but the preceding cases. The codes are:

- **B** - Background
- **F** - Featured

9. Music Cue Duration

This should be the exact length of the music cue expressed in minutes and seconds. Half-seconds should be rounded up to the nearest whole second.

10. Video Clip Duration

This must be the exact length of the video sequence used, not the duration of music within the sequence, expressed in minutes and seconds.

Further Assistance

In the first instance the Music Reporting department of the broadcaster or company which has commissioned the film should be contacted with any questions the above guide does not answer.

Music Details Continuation Sheet

1. Music Cue Title and ISWC No. (if known)	2. Composer(s) Author(s) Arranger(s) CAE No(s) (If known)	3. Publisher(s) CAE No(s) (If known)	4. Performer(s) / Video/Record Title	5. Catalogue No./ Label	6. ISRC No.	7. Music Orig. Code	8. Music Use Code	9. Music Cue Dur.	10. Video Clip Dur.

LICENSOR APPROVED MUSIC CUE SHEET

Important Note

The correct completion of this cue sheet is a strict condition of the granting of the broadcast licences by the various copyright owners and agencies. The shaded sections indicate essential items of information which **must** be supplied in all cases. The unshaded sections signify information which should be supplied if it is available.

Please turn to the reverse side of this form for explanatory notes, a key to the standard codes, and helpful telephone contacts should you require any further assistance.

Production Details

Film/Series/Item Title		Production Co.		Country of Origin		Trailer /Promo/ Full Programme (T/P/F)	
Episode Title		Production No.		Production Year		Tx Time	
Episode No.		Director		First Tx Date		Film Duration	
Film/Item No.		Principal Actors		Channel		Music Duration	
Alternative Title(s)							

Music Details

1. Music Cue Title and ISWC No. (if known)	2. Composer(s) Author(s) Arranger(s) CAE No(s) (If known)	3. Publisher(s) CAE No(s) (If known)	4. Performer(s) / Video/Record Title	5. Catalogue No. and Label	6. ISRC No.	7. Music Orig. Code	8. Music Use Code	9. Music Cue Dur.	10. Video Clip Dur.

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