



# PUBLISHING CHECKLIST

*Artist's Guide*

3/31/2020



## About This Guide:

The following checklist is intended to be used as a guide for artists that are preparing their music for publishing and public release. Barefoot Music Studios and Publishing, LLC can help with all items on this guide.

## Things the Artist Needs to Do:

1. Have a completed mastered recording of a single or album.
  - a. For digital submissions, use .wav or .flac file format.
  - b. 44.1kHz, 16 bit sample rate required.
  - c. Barefoot Music Studios and Publishing, LLC partners with Peppermint Records of Youngstown, OH for mastering services. Prices vary depending on the number of songs to be mastered.
2. Register with a performing rights organization as an artist (ASCAP or BMI)
  - a. ASCAP charges a one-time \$50 fee for membership.
3. Arrange for graphic design or photography for high-quality album artwork – even if planning a single release.
  - a. Digital artwork submissions should align with the following specifications:
    - i. Pixel size 3,000x3,000
    - ii. JPEG file format
    - iii. 300 dpi resolution or higher
    - iv. RGB color format
  - b. Artwork cannot include the following:
    - i. Social media references
    - ii. UPC or QR codes
    - iii. Website names or addresses
    - iv. Contact information
4. Obtain a QSRC code for each song or composition. Barefoot Music Studios and Publishing, LLC can assist with this.
5. Release Composition Copyright to Barefoot Music Studios and Publishing, LLC via Copyright Transfer if a copyright already exists on the composition.
6. Execute publishing contract that meets the goals and needs of the writer and publisher.
7. Determine a release date in consultation with Barefoot Music Studios and Publishing, LLC.
8. Score the composition for Copyright submission.
  - a. Barefoot Music Studios and Publishing, LLC partners with Tunescribers, LCC, based in London, UK for music scoring services.
  - b. Prices vary depending on the complexity of the composition and number of instruments to be scored.

## Things the Publisher Will Do:

1. Obtain a Copyright for your composition.
  - a. Current Copyright submission charges are \$65.00 per submission.
  - b. An additional Copyright should be obtained for any physical or digital sound recording if a commercial release is planned. This second Copyright would be charged another \$65.00 fee by the U.S. Copyright Office.
2. Register your song with the appropriate performing rights organization (ASCAP or BMI).
  - a. ASCAP is the preferred PRO of Barefoot Music Studios and Publishing, LLC
3. Register your song with the Harry Fox Agency.
4. Register your song with Sound Exchange for digital streaming royalty collection.
5. Obtain a barcode for your single or album release.
6. Obtain Compulsory Mechanical Licenses on your behalf for any songs on an album that you do not own the rights to.
  - a. Costs depend on the length of the song and the number of physical products or digital downloads you plan to sell.
  - b. Compulsory Mechanical License fees are set by the U.S. Government.
  - c. Barefoot Music Studios and Publishing, LLC has a relationship with Easy Song Licensing, LLC of Minneapolis, MN.
  - d. As an example, a Compulsory Mechanical License for a song in which you do not own the rights to and plan to duplicate onto 500 physical CD's would cost approximately \$65.00.
7. Distribute your single or album for distribution to physical outlets and digital outlet partners. This includes the major streaming music services, Amazon, Apple Music, Google Music, and YouTube Music.
  - a. Barefoot Music Studios and Publishing, LLC partners with CD Baby for distribution to the major music distribution services. Fees are typically \$30 for single releases and \$70 for album releases.
8. Work with CD manufacturers and the mastering studio to manufacture physical CD's if you elect to sell physical CD's, USB sticks, vinyl records, or any other physical format.
  - a. Barefoot Music Studios and Publishing, LLC has a relationship with Veni Graphics in Coon Rapids, MN for CD duplication and manufacturing.
  - b. Fees range in price depending on the quantity and complexity of the order.
9. Work with graphic design and print shops for physical CD or artwork for your project.
  - a. Most CD manufacturers do their own printing in house.
10. Work with various vendors to assist with promotional items for your project.
  - a. Barefoot Music Studios and Publishing, LLC has a relationship with Minuteman Press in Mankato, MN for printing of specialized promotional materials.
  - b. Barefoot Music Studios and Publishing, LLC has a relationship with xTreme Graphics in Madison Lake, MN to assist with screen printing or embroidery of physical items such as clothing, hats, can cozies, etc.
11. Develop a specific "artist page" on the Barefoot Music Studios website where your music can be sold on-line.

- a. Facebook or other social media advertising can drive traffic and users to this specific page to highlight your songs and provide an additional on-line option for purchasing your music.
- 12. Work with the writer or artist on a strategy to “pitch” your music to other publishing companies, record labels, and radio stations. This strategy will depend on the goals of the artist and discretion of Barefoot Music Studios and Publishing, LLC.
  - a. Barefoot Music Studios and Publishing, LLC has access to extensive database and contact information for record labels and music publishers that can be used to help “pitch” your music.