

Collaboration agreement checklist

A free checklist of everything two or more artists should agree before releasing music together, covering the song, the recording, money, credits, releases, usage and exits, to take to a lawyer or use as a starting point.

This checklist is general information, not legal advice. Use it to agree the terms, then have a lawyer draft or review the agreement.

Artists / collaborators: _____

Project or song(s): _____

1. The song (composition and lyrics)

- ☐ Who wrote what? (Record it on a [split sheet](#).)
- ☐ What share of the song does each writer own?
- ☐ Who registers it with IPRS, and by when?
- ☐ Is any writer signed to a publisher who needs to approve?

2. The recording (the master)

- ☐ Who owns the recording, and in what shares?
- ☐ Who paid for the recording, and is any of that cost recouped first?
- ☐ Is anyone signed to a label that has rights over their recordings or needs to approve?
- ☐ Are session musicians paid a fee, and have they signed a release?

3. Release

- ☐ Who releases it, and through which distributor or label?
- ☐ Whose artist profile is it released on: primary artists, or a featured artist?
- ☐ Release date and who decides if it changes?
- ☐ Who controls the distributor account and receives the money?

4. Money

- ☐ How is recording income (streams, downloads, YouTube) split?
- ☐ How often is it shared, and who sends statements?
- ☐ How is sync and licensing income split, and who can approve a licence?
- ☐ How are costs (video, marketing, ads) shared and recovered?
- ☐ Are there any upfront fees (producer fee, feature fee)?

5. Credits

- ☐ Exact artist names and how they appear on platforms
- ☐ Writer, producer and musician credits
- ☐ Credits on artwork, videos and social posts

6. Usage

- ☐ Can each artist perform the song live without asking?
- ☐ Can each artist use the song in their own content and ads?
- ☐ Who approves remixes, alternative versions and covers?
- ☐ Who approves use in brand campaigns or ads, and how is that income shared?
- ☐ Can either artist use the other's name, voice or image to promote it, and for how long?
- ☐ Is AI use allowed on the stems or vocals (for example voice models)? Usually the answer should be no without separate written consent.

7. Promotion

- ☐ What content does each artist commit to (posts, Reels, Collab posts)?
- ☐ Who pays for and owns the music video and photos?
- ☐ Who handles the Spotify pitch and press?

8. Changes and exits

- ☐ What happens if someone wants to remove the song?
- ☐ What happens if a label or brand offers to buy or license it?
- ☐ What happens if a collaborator can't be reached?
- ☐ How are disagreements settled (talk first, then mediation, then which court)?

9. Signatures

Name	Signature	Date

Online version and more free documents: surandsauda.in/learn/collaboration-agreement-checklist/