CUE SHEET TEMPLATE
ONE SHEET

Cue Sheet Header (mandatory = bold):

Cue Sheet Classification (use drop-down)  Program Title
Date Prepared
Initial Airdate
Category (use drop-down)  Episode Title
Version (use drop-down)  Episode Title AKA(s)
Network / Source (use drop-down)  Episode Number
Program/Show Duration – Mins. & Secs.  Production Number
Total Music Duration – Auto Calculated  Production Company

Cue Sheet Prepared by Email Address (preparer’s)

Mandatory Fields

Cue Title: Title of the music performed, in sequence
Usage Codes (use drop-down): The way in which music was performed, as noted below:
  • BI = Background Instrumental: Underscore and non-visual (off camera) source
  • BV = Background Vocal: Underscore with vocal or non-visual vocal source
  • VI = Visual Instrumental: On camera instrumental performance
  • VV = Visual Vocal: On camera vocal performance
  • MT = Main Title Theme: Opening title theme
  • ET = End Title Theme: Closing title theme
  • Logo = Company logo

Cue Duration: Timing length of each cue (Mins. & Secs.) from start (time in) to end (time out)
Role (use drop-down):
Upon selecting ‘role’ the template will shade areas where you may not type information
  • Composer: Writer - First Name / Last Name
  • Publisher: Individual or corporation responsible for
  • Arranger: Arranges musical composition

Affiliation (use drop-down):
  • Select Performance Rights Organization (PRO) affiliation
  • Public Domain (PD): Works in the public domain are those whose intellectual property rights have expired, have been forfeited, or are inapplicable. The public owns these works, not an individual author, publisher or artist.

Shares: Ownership of music, 100% total for composer 100% total for publisher - Not required for licensed music