

# APRA/AMCOS Cue Sheet Guide

## Clueless about cue-sheets?

Here's APRA's ultimate guide to completing the joint APRA/AMCOS music cue sheet for programs (blue form)

## Who needs to submit an APRA/AMCOS program cue-sheet?

The APRA/AMCOS program cue-sheet may be used by composers, authors, production companies and television stations to report music used in television and film productions.

Television stations must send APRA/AMCOS a cue-sheet for all programs:

- made or commissioned by the station;
- purchased from other production companies or television stations; or
- purchased from overseas (the cue sheets for overseas programs may be in a different format from the standard APRA/AMCOS form).

If the production involved is a series or a soap opera, send in a separate cue sheet for each episode.

Composers and/or authors should also send APRA a program cue sheet for all programs for which they compose music.

## What sort of programs does this cue-sheet cover?

This APRA/AMCOS program cue-sheet covers music used in most television and film productions. It does not cover:

- program promotions;
- radio promotions of programs;
- reproductions of a program onto video for sale or hire;
- station identifications; or
- advertisements.

Music used in the above ways is reported on different cue sheets. Please contact APRA's Production Music Department to get a copy of the correct cue sheets for this type of music.

## What sort of music is reported on this cue-sheet?

This cue-sheet covers ALL the music used in the production: including production music (provide alphanumeric record catalogue numbers), published music, commissioned and non-copyright music.

## When should program cue-sheets be sent to APRA?

All cue sheets must be sent to APRA/AMCOS within four weeks of the date of production.

## How to complete the APRA/AMCOS Music Cue Sheet form

Cue sheets must be correct, complete and typed or clearly written.

The APRA/AMCOS music cue sheet form asks for two types of information:

- General information about the production (first half of the form)
- Detailed information about the music used in the production (second half ~ the table)

## Production information

In the first half of the form you're asked to provide some general information about the actual film or television production. We need details such as:

- the name of the production
- the type of production (film/series/other)
- the name of the production company
- the year of production
- the episode title/alternative title
- the episode and series numbers
- the actors involved in the production
- the total duration of the production and of all the music used in the production (in minutes)
- the names of the director and scriptwriter
- the release date of the production (if a program made by a station goes directly live to air and no copies are made for subsequent broadcasts, please give us the telecast (TX) date and write in 'live' in brackets after the date).

## Branch Offices

[www.apra-amcos.com.au](http://www.apra-amcos.com.au)

NSW/ACT	VIC/TAS	QLD	SA	NT	WA	NZ
16 Mountain Street Ultimo NSW 2007 Ph: 61 2 9935 7900 Fax: 61 2 9935 7999 writer@apra.com.au	3 & 5 Sanders Place Richmond VIC 3121 Ph: 61 3 9426 5200 Fax: 61 3 9426 5211 victas@apra.com.au	PO Box 1230 Fortitude Valley QLD 4006 Ph: 61 7 3257 1007 Fax: 61 7 3257 1113 qld@apra.com.au	Suite 29 8-20 O'Connell Street Nth Adelaide SA 5006 Ph: 61 8 8239 2222 Fax: 61 8 8239 0744 sa@apra.com.au	GPO Box 4519 Darwin NT 0801 Ph: 61 8 8941 0988 nt@apra.com.au	Suite 1 12-20 Railway Road Subiaco WA 6008 Ph: 61 8 9382 8299 Fax: 61 8 9382 8224 wa@apra.com.au	Unit 113, 21-23 Edwin St Mt Eden, Auckland Ph: 09 623 2173 Fax: 09 623 2174 nz@apra.com.au

You also need to indicate the **genre** that the production belongs to. Choose the most appropriate category from the selection below:

Animated	Documentary	Film
Infomercial	Mini-series	Multimedia
News	Series	Soap opera
Sports event	Unknown	

## Music information

The table in the second half of the form asks for detailed information about the music used in the production.

### Column 1: Title of composition

Write in the correct, full name of each piece of music used in the production. Do not use substitute titles. List the titles in the order in which they appear in the production. If the same piece of music appears in the production more than once, write it in each time it appears. So a piece that is used four times, for example, would be listed four times on the cue sheet, in the order in which it is used.

### Column 2: Owner code

Indicate the contribution made by each copyright owner for each piece of music. There are six codes you can use:

<b>C</b> : composer	<b>CA</b> : composer and author
<b>A</b> : author	<b>ARR</b> : arranger
<b>TR</b> : translator	<b>E</b> : original publisher

### Column 3: Copyright owners

Provide the full names of all the copyright owners for each piece of music. For composers and authors, write in the surname first in block letters, then provide the first name and initial (if any).

Provide the name of the original publishing company for published writers. If the writer does not have a publisher, write in "Unpublished".

### Column 4: record catalogue numbers

For original, published music or production music used, we need to know the record catalogue number for the piece.

### Column 5: track number

If production music has been used, we also need the record catalogue number and the track number.

### Column 6: Duration in minutes and seconds

Give us the exact duration for which each piece of music is used in the production, in minutes and seconds. If a piece of music is one minute long and it only appears in the production for 45 seconds, then list 45 seconds as the duration. Include interpolated works and cues. The same musical work may be used several times throughout the production and must be shown separately each time and in the same order as it was used – uses must not be collated.

### Column 7: Type of use

For each piece of music, write in the code that best represents how that music was used in the production. There are four codes to choose from:

**F** : Featured

This is music that is presented on screen as being audible to the characters involved in the scene. Featured music includes music performed in music video clips, used with choreographed dance sequences, or music performed on camera.

**T** : Theme

This covers music presented with the main title or end credits of a production

**B** : Background

Any music which is not 'featured' or 'theme' comes under the general heading of background music. It includes mood or atmospheric music that forms part of the soundtrack, but is used to support some non-music related subject matter.

**L** : Logo

Music used to identify the production company.

### Column 8: vocal or instrumental

In this column, you should indicate whether each piece of music was:

- V** : vocal
- I** : instrumental
- X** : mixed/unspecified

### Column 9: commissioned music

Use this column to tell us if the music was especially commissioned for this production. If it was, just write in the letter 'C' for commissioned. If it wasn't commissioned, then leave the column blank.

**For more information contact the APRA office in your state.**

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