Sync prep checklist

Organize a track before sharing it for a brief.

Track / artist / contact

BPM / key / duration / mood / instruments

Brief / recipient / deadline

Available versions: full, instrumental, clean, stems

Rights contacts / approval and sample documentation

Listening link / download folder / follow-up

BEFORE YOU CLOSE THE SESSION

1. Match the requested formats and versions in the brief.
2. Keep rights and approval information with the track.
3. Test listening and download links before sending.