

Music Cue Sheets -- Frequently Asked Questions

# Which option do I choose for “Theme”?

***PLEASE NOTE if the music is simply part of the body of the program and does not meet one of the following theme definitions, a theme description should not be chosen.***

* **Opening Theme** = a song used to accompany the Title Graphic of a special or across all episodes of a series. (Only use label once per episode.)
* **Closing Theme** = a song used to accompany the End Credits of a special or across all episodes of a series. (Only use label once per episode.)
* **Bumper** = a song used before and/or after a commercial break of a special or across all episodes of a series.
* **Segment Theme** = a song used to denote a chapter heading, which is usually indicated by a Title Card, if the program has been structured that way.
* **Logo** = a performance of music regularly accompanying the visual identification of a production company or program distributor.

# Which option do I choose for “Music Origin”?

Please refer to the following definitions when making your selection:

* **Commissioned** = designates music that has been composed specifically for your program.
* **Production Library** = designates music from a production library. (i.e., APM, Extreme, etc.)
* **Discovery Music Source-DMS**=designates music from the Discovery Music Source library.
* **Commercial** = designates popular music.
* **Video** = describes the music used in a music video.
* **Live performance** = describes a performance of a work that occurs on camera.
* **MCPS Provided Music (UK Only)** = ONLY use this if your cues fall under the MCPS Music license agreement.

# Which option do I choose for “Use”?

Please refer to the following as defined by the performing rights societies:

* **Background Instrumental** = describes music “used as dramatic underscore to a scene where the music is not the focus of audience attention.”
* **Visual Vocal** = “to be used when the vocalist is on camera singing the song.”
* **Visual Instrumental** = “to be used when the instrumentalist is on camera performing the song.”
* **Background Vocal** = to be used “when the song is audible to the listening audience, even though there may be some dialogue in the foreground of the scene."

**Which option do I choose for “Society” if the composer is not affiliated with any society?** If the composer is not a member of any performing rights society and does not wish to affiliate themselves, please select “Not Affiliated.”

# If several Interested Parties share in the royalty payments, what should I include in the “%” field of the Cue Input Bar?

It is not necessary to include this information when composers’ shares and publisher’s shares are evenly divided. If you choose to include this information, per the performing rights societies, consider payments to composers and publishers “as a single unit equal to 200%” where “the total writers' shares will be 100% (half of the available 200%), and the total publishers' shares will be the remaining 100%.”

# What do I choose for the “Identifiers” section”?

 Please choose “Catalog Number”, this can usually be found in the beginning of the cue title. For example - the cue DMS3425\_Moonlight\_Full the catalog number would be **DMS3425**. If you don’t know or have this info you can simply put “Unknown”.

# How do I credit a Public Domain cue or arrangement of a Public Domain cue?

Please enter the interested party details of public domain cues as follows:

If the music you are using is an arrangement of a public domain cue, in addition to listing “Public Domain” for the Composer, please list the full name of the arranger in the “Interested Party Name” field, select “Arranger” from the “Role” drop-down, indicate his/her performing rights society affiliation, and list the arranger’s publisher with the role of “Publisher” on the cue. For example:



# Where are my cue sheets? I cannot find headers in my “Inbox” to complete.

If you cannot find your production in the “Inbox” or “Library” pages, it is likely the program has not yet been scheduled for air, so cue sheet headers have not yet been issued in Soundmouse. In this case, please contact **helpdesk@Soundmouse.com**to request “dummy headers.” Provide the program title, episode number and title (if known), program duration, and number of episodes needed*. (Note:* O*nce a dummy cue sheet is approved in Soundmouse, no further action is needed by the producer.)*

# Can I amend the details in the cue sheet header (e.g. episode title or number)?

No, you cannot alter the information contained in your cue sheet header. Please contact your PMD representative to report a suspected error.

# Cues from the production library I am using are not auto populating. Why?

Contact **helpdesk@Soundmouse.com**if you are having issues with music library tracks. If the music library you are using has not been included in Soundmouse’s database, please direct them to the notice to Production Music Libraries on the Soundmouse homepage for steps to include their library metadata.

# Can I partially complete my cues and then add complete information at a later date?

Yes, you can do this -- but **all** mandatory fields must have some text -- or in the case of a duration, a number -- for the system to accept them. Once the cues have been added, edits can be carried out to add or amend information at any point prior to submitting the cue sheet.

# Do I have to save my work or add it to “work-in-progress” to make sure that the details are saved?

No. When you add a cue to the cue sheet, all details you enter in will be automatically saved.

# I have completed my cue sheet but have discovered that I have added the cues into the wrong episode number. Do I have to retype everything into the correct cue sheet?

No, there is a “copy from cue sheet” option under the ‘Blue’ action button. This will allow you to copy the cues from one cue sheet into another. Select the cue sheet you wish to work on. Click on the ‘Blue’ actions button and select ‘Copy from Cue Sheet”. Search for the cue sheet completed in error. Once found, highlight it, and click the “copy” button. The cues will be copied into the correct cue sheet header. The cues in the incorrectly completed cue sheet can then be deleted or edited as necessary.

# I want to copy the contents of one cue sheet into another. Is it possible to edit the details once I have copied them over?

 Yes, you will be able to edit any cue at this point.

# If I have already submitted a cue sheet to the broadcaster is it possible to amend it?

Yes, you can contact Soundmouse\_music@Discovery.com to have the cue sheet returned to you to make the necessary changes. Once revised, resubmit the cue sheet to the broadcaster.