

If you have composed or are the publisher of a musical work that has been used in a film or a series episode, here's what you need to do to ensure that your royalties are distributed correctly.

Please wait until you have the final cut of the music used in the film or TV series episode. Based on the cue sheet provided by the producer or editor, etc., you will then be able to:

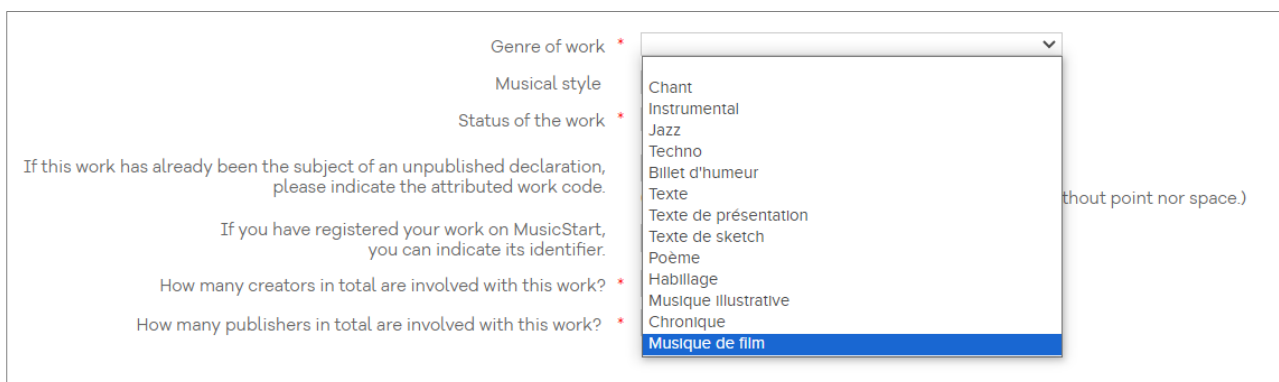
- **Register your original works online**
- **Fill in the cue sheet listing all the music used in the film or TV series episode**  
*NB: We recommend you use Sacem's cue sheet template as it contains all the information required for us to process the registration. We do accept other formats, but they must include all the mandatory fields we require.*
- **Send us the completed cue sheet**

### 1. Register your original works online

Sacem considers "original film music" to be any musical composition created specifically for a fiction film, documentary or TV series. The work can be instrumental music, as well as a song.

You must **register individually all of your original works** that feature in the film or TV series episode.

You can register a work via your online member account by heading to the section "Register a work online." **For the "Genre of work", please select "Musique de film (Music for Film)" from the drop-down list.**



The screenshot shows a registration form with several fields. A dropdown menu is open for the 'Genre of work' field, displaying a list of options: Chant, Instrumental, Jazz, Techno, Billet d'humeur, Texte, Texte de présentation, Texte de sketch, Poème, Habillage, Musique illustrative, Chronique, and Musique de film (which is highlighted in blue). Other visible fields include 'Musical style', 'Status of the work', and two questions about creators and publishers.

When registering original film music, don't forget to upload the audio file. We need this in order to validate your registration.

**Incomplete registrations submitted will result in a delay in processing time.**

## Tips:

Please note: when filling in the cue sheet listing all the original film music featured in the film or series episode, please enter the song titles exactly under the names in which the works have been registered (see point 2 below).

It is really important that you use titles that are comprehensible and make the work easily identifiable (do not give works titles such as “theme tune”).

Original film music which features vocals that are sung must be registered according to genre, as this makes it easier to identify the work when used in other contexts.

For published works, registrations must preferably be made online, otherwise they can be done manually on paper and sent to us by post. Publishers can also register works via CWR (please contact us at [oeuvres.editees@sacem.fr](mailto:oeuvres.editees@sacem.fr) for more information).

The online registration service is not yet available for public domain works created specifically for a film.

For more information on how to register works online, please refer to the guide available at [sacem.fr/en](http://sacem.fr/en) > [Documents and Resources](#).

## 2. Fill in the cue sheet listing all the music used in the film or TV series episode

If possible, please wait until your works appear as registered in your member account before filling in the cue sheet. Once your works are registered, they will be attributed identification codes (an ISWC and Sacem Work Code) which you'll need to include in the cue sheet. These codes help make the registration and identification process must faster for Sacem.

Please fill in Sacem's cue sheet template available from our website. The cue sheet looks like an Excel form which you can [download and fill in](#). It contains all the essential information which enables Sacem to clearly identify the works (both original and pre-existing) used in the film or TV series episode.

The image shows a screenshot of the Sacem Music Cue Sheet template. The header section includes fields for: Caption, Version, Original title, Alternative title / Subtitle, Production company(ies), Year of production, Country of origin, Original language of the work, Director(s), Composer(s) of the original music, Actor(s), Type of audiovisual work, Type of exploitation, Date of 1st exploitation, Place of 1st exploitation, Link to the video file, Name of the declarant, Role of the declarant, Company of the declarant, and Contact. Below the header is a table with two main sections: 'MUSICAL WORKS' and 'RIGHTS HOLDERS OF THE WORKS'. The 'MUSICAL WORKS' section has columns for Cue #, Title of the musical work, Original music (Yes/No), Time Code In, Time Code Out, Duration of music, ISWC Code of the work, and ISTE. The 'RIGHTS HOLDERS OF THE WORKS' section has columns for Surname Firstname, IPI Code, Role, Share of Mechanical rights (C), Author's society, Main Performer(s), Cue Usage, and Link to the website of the original music. The table contains several rows for data entry.

Fields marked with an asterisk (\*) are mandatory. We are unable to accept your registration if these fields are incomplete.

Some fields offer a drop-down list to facilitate data entry.

If the table isn't big enough, please inset additional rows, making sure to keep the same formatting.

**If you already have all the music used in the film listed in a cue sheet different to the Sacem's cue sheet template:** we will accept your cue sheet provided that it includes all the mandatory information we require.

### **3. Send us the completed cue sheet**

Please send the completed cue sheet to Sacem via email at [audiovisual.documentation@sacem.fr](mailto:audiovisual.documentation@sacem.fr).