



## Music Submission Instructions

You or the band must own all the rights to all music you want to include in our catalog and it must be original music composed by you and/or the band, no covers, no uncleared sampling accepted. Please send us all your music that you own and that you would like to make available for licensing and PLEASE INCLUDE INSTRUMENTAL VERSIONS FOR ANY VOCAL SONGS IF YOU HAVE THEM AS INSTRUMENTAL MUSIC IS IN HIGHER DEMAND THAN VOCAL VERSIONS.

### **3 Submission Methods:**

1. Please send the music in audio CD or preferably Data DVD/CD format with all the files titled with the song titles (AIFF or WAV format, NO MP3) and if you send an audio CD please include a track sheet with all the song titles. Please send your CD/DVD and information to the following address:

Soundscape Media Inc.  
147 Hamilton Street  
Toronto, ON M4M 2C9  
Canada

2. If you prefer to send your music via FTP digitally, please follow the instructions below:  
(\*Note\*: FTP client software needed, you cannot use a browser to upload to an FTP Server):

Address: [ftp.soundscapemedia.com](ftp:soundscapemedia.com)  
User Name: [submissions@soundscapemedia.com](mailto:submissions@soundscapemedia.com)  
Password: submissions

Please upload the songs into a folder labeled with your full name as the name of the folder and the audio files titled with the song titles. Please send us an email when your uploads are complete so we will know there is new material on our server for us to retrieve. Also make sure to include the information requested below in the email (name, address, phone etc.)

3. If you don't have access to an FTP program you can send via a free online sending service such as [wetransfer.com](http://wetransfer.com) (our preferred site). Please direct them to the email address: [writers@soundscapemedia.com](mailto:writers@soundscapemedia.com)

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### **\*\*\*IMPORTANT\*\*\***

If there was more than one writer involved in the writing of this music, you will need to provide information as to who wrote which songs so we can provide a multi writer contract. All writers listed will need to sign.

Please make sure to include all your contact and other needed information such as:

1. Your full legal name
2. Your address
3. Your phone number
4. Your email address
5. Your performing rights organization and CAE/IPI number if you have one (ie: BMI, ASCAP etc.)

If you don't belong to a performing rights organization you will at some point need to join one in order to receive your royalties. The sooner you do this the sooner your royalties will come through after a license has been made.

Once we receive your music we will draw up your contract listing all your tracks and email you a copy. Once this contract is signed and returned to us, we will then officially be able to add your music to our catalog making it available for licensing for Film/TV productions on a non-exclusive basis.

Keep in mind that you will maintain all ownership and the copyright of your music, our role is only to represent your music and sell licenses for the use of your music in film/tv. Since this agreement would be a non-exclusive one, you would not be bound only to us for representation, You would be able to use your music with other music libraries or labels or for any other uses you desire.

We look forward to working with you!



From The Soundscape Media Team