



# **IP CATALOG WORKSHEET**

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# IP Catalog Worksheet

Protecting and managing your Intellectual Property (IP) is crucial for sustaining a successful music career. This IP Catalog Worksheet is designed to help you take stock of your creative works, assess their copyright status, and plan for future protection needs. By maintaining a comprehensive inventory of your music, videos, and other creative outputs, you ensure that your rights are safeguarded and that you're positioned to capitalize on your work. Let's get started on securing your creative legacy.

## Part 1: Inventory of Works

Create a detailed list of your creative works. This includes songs, albums, music videos, and any other content you've created. For each item, provide the following information:

- Title:** The official title of the work.
- Type of Work:** Song, album, video, etc.
- Creation Date:** When the work was completed.
- Release Date:** If applicable, when the work was released to the public.
- Collaborators:** List any co-authors or contributors and specify their contributions.

## Part 2: Copyright Status

For each item listed in your inventory, note its current copyright status. This includes whether the work is registered, pending registration, or if registration is needed.

**Registered:** Mark works that have been successfully registered, including the registration date and number.

**Pending Registration:** Identify works that have been submitted for registration but are still pending approval.

**Needs Registration:** Highlight works that have not yet been registered but require protection.

### **Part 3: Plan for Future Registrations or Protections**

Based on the copyright status of each work, outline a plan for securing the necessary registrations or protections. Consider upcoming works as well.

**Immediate Registration Needs:** List works that need immediate attention for copyright registration.

**Long-Term Registration Plan:** Schedule future registration sessions for works in progress or planned projects.

**Protection Strategies:** Beyond copyright registration, note any additional protection measures needed, such as trademarking band names or securing domain names related to your work.

### **Part 4: Additional IP Management Actions**

Consider other actions needed to manage and leverage your intellectual property effectively.

**Licensing Opportunities:** Identify works that may have potential for licensing deals or sync placements.

**Update Licensing Agreements:** For works already licensed, review agreements to ensure they're up-to-date and reflective of current usage.

**Monitor for Infringement:** Plan regular checks to ensure your IP isn't being used without permission.

### **Completion:**

**Regular Review:** Commit to reviewing and updating this IP Catalog Worksheet at least bi-annually to reflect new creations and changes in copyright status.

**Consultation with IP Attorney:** Consider scheduling a consultation with an IP attorney to review your catalog and discuss comprehensive protection strategies.

This worksheet is a foundational tool for managing your intellectual property effectively. By keeping a detailed inventory and staying proactive about registration and protection, you're not just safeguarding your work; you're ensuring it continues to serve your career long into the future.