GRANARY DIGITAL

Production details

Header for the cue sheet. It lets the sheet be matched to the programme.

Field	Entry	Notes
Production title		*[title]*
Episode or series (if any)		*[episode number and title, or series]*
Production company		*[company name]*
Year of production		*[yyyy]*
Locked picture version		*[version name or number]*
Locked picture date		*[dd/mm/yyyy]*
Music editor or supervisor		*[name]*
Broadcaster or distributor		*[name, and its cue sheet requirement]*
Sheet completed on		*[dd/mm/yyyy]*
Submitted by		*[name and contact]*

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Cue sheet

One line per cue. Type is Library, Pre-existing or Commissioned. Usage is Featured or Background.

Cue no.	Title (as the library or release names it)	Catalogue no. or ISRC	Type	Writers	Publishers	Performer or library	Usage	In (hh:mm:ss)	Out (hh:mm:ss)	Duration	Licence reference	Notes
1	*Example: Morning Light*	*EX-0001*	*Library*	*A. Writer; B. Writer*	*Example Music Ltd*	*Example Library*	*Featured*	*00:00:12*	*00:01:05*	*0:00:53*	*Library licence 2026/014*	*Plays under the opening titles, from the locked picture.*

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Cue no.	Title (as the library or release names it)	Catalogue no. or ISRC	Type	Writers	Publishers	Performer or library	Usage	In (hh:mm:ss)	Out (hh:mm:ss)	Duration	Licence reference	Notes

Total music **0:00:53**

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Music cue sheet template

A list of every piece of music in the programme. Fill it in as you edit, not in one rush after the mix.

How to use this template

1. Fill in the Production details tab first, so each cue sheet can be matched to the programme.
2. Add one line on the Cue sheet tab for every piece of music as you place it, including temporary music that stays in the cut.
3. Write the title exactly as the library or release names it. Take writers and publishers from the licence or the library catalogue. Do not guess them.
4. Mark each cue as Featured (the point of the moment) or Background (under dialogue or action) where it sits in the film.
5. Time each cue from the locked picture, not from the length of the track file. Enter In and Out as hh:mm:ss. Duration calculates itself.
6. Keep the finished sheet with the licences and the final mix.
7. The PRS guide this template is based on is a 2012 draft. Check PRS for Music's current guidance before you submit, and check the broadcaster's or festival's own requirements.
8. The row marked Example shows one complete entry. Overwrite it, or delete it, before you use the sheet.

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