Eighteen things, in this order.

Checked October 2026 on the organisations' own pages. Fees and rules change; check the date on the guide.

Once, before your first release

☐ **Your society**	If you write: PRS if you live in the UK, £100 one-off (£30 under 25); else your own country's.
☐ **Mechanicals**	MCPS (£100 one-off) or a publishing administrator. One, never both. Can wait if little streams.
☐ **PPL performer**	Free. Performer and recording-owner royalties. Register as rightsholder too if you own it.
☐ **ISRC codes**	One per recording, same code everywhere forever. Distributor's or your own from PPL.
☐ **Splits in writing**	Who wrote what %, who owns the recording, who played. Two lines, both reply 'agreed'.
☐ **Tax line**	HMRC rule: over £1,000 music income a tax year, Self Assessment by 5 Oct after. Not advice.

Every release: six to eight weeks out

☐ **Date + lead time**	Pick a Friday. Distributor needs 2 to 4 weeks. Date: _____
☐ **Master, art, credits**	Spelled the way you want them everywhere, forever.
☐ **Register the work**	Title, writers, splits with your society before the first play.
☐ **Upload**	ISRCs, credits, date, pre-save on.

The last three weeks

☐ **Pitch 7+ days out**	Editorial pitch through the artist tool; two to three weeks out if you can.
☐ **BBC Introducing**	Upload with your postcode. Local show first. Reported limit two tracks a month.
☐ **One-line story**	To the few that fit, one at a time, one ask each.
☐ **Tell the list**	Date, a clip, what to do on the day. Two sharers briefed.

Release day and after

☐ **One link**	One message. Reply to everyone by name.
☐ **The chart**	Fri to Thu; 100 paid or 600 free streams = 1 sale when the rules were set. Spectator sport.
☐ **Setlists**	Report every live show to your society within 48 hours. Unreported = unpaid.
☐ **Follow up**	Two lines to everyone who played or shared it. Pick the next date.