

# Single Release Checklist

Use this before, during and after your release. Tick each item when it is done.

Artist: \_\_\_\_\_ Song: \_\_\_\_\_

Release date: \_\_\_\_\_ My goal: \_\_\_\_\_

## Before you upload

- ☐ Choose one release goal and the audience you want to reach.
- ☐ Check your final audio on headphones, speakers and a phone.
- ☐ Confirm artist name, song title, writers and credits.
- ☐ Check rights, permissions and your distributor's cover rules.
- ☐ Prepare artwork in the format your distributor requires.
- ☐ Choose a date with enough delivery and correction time.

## Before release day

- ☐ Upload the release and check all metadata carefully.
- ☐ Check the correct artist profiles are linked.
- ☐ Prepare a short bio, song story and approved photo.
- ☐ Test your listening or advance stream link.
- ☐ If using Spotify editorial pitching, pitch the unreleased song at least seven days before release.
- ☐ Make three clips with different stories or openings.
- ☐ Find five to ten relevant outlets and follow their submission rules.
- ☐ Schedule or draft one clear release-day post.

# Launch and follow-up

## Release day

- [ ] Open the song links and confirm the artist profile is right.
- [ ] Update your main profile link and pin your release post.
- [ ] Tell your audience where to listen with one clear action.
- [ ] Reply to comments and thank people who share the song.

## After release

- [ ] Share a different lyric story, live take or making-of clip.
- [ ] Send one polite follow-up only where allowed.
- [ ] Record useful feedback, clicks or saves you can see.
- [ ] Review what worked and plan your next small step.

## My next three actions

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Read the full guide: <https://thehubbuk.co.uk/artist-help/how-to-release-your-first-single/>

Spotify pitch rules checked 7 October 2026. Pitching does not guarantee editorial placement. See [support.spotify.com/to/artists/article/pitching-music-to-playlist-editors/](https://support.spotify.com/to/artists/article/pitching-music-to-playlist-editors/)