



Syndicate Subscription Legal Plans

ENTERTAINMENT LAW — ARTISTS **CLIENT INTAKE QUESTIONNAIRE:**

Please send us any contract, deal memo, or offer BEFORE you sign it. Offers often have short response deadlines, and many entertainment contracts grant rights that cannot be taken back.

CONFIDENTIAL. This questionnaire is ONLY for subscribers who are themselves artists or performers (for example, actors, singers, musicians, songwriters, dancers, comedians, models, content creators, filmmakers, and screenwriters). It is not for studios, labels, production companies, or other businesses. If a question does not apply, write "N/A." If unknown, write "Unknown."

NAME OF THE CLIENT (ARTIST):

☐ Full Legal Name: _____

Professional / Stage Name(s): _____

Date of Birth: _____ **Syndicate Plan Member ID:** _____

Address: _____

City: _____ County: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Website / social media handles: _____

Preferred method of contact:

☐ Phone

☐ Text

☐ Email

If the artist is under 18, a parent or guardian must complete Part 8 and sign this form.

PART 1 — YOUR ARTISTIC PROFILE

1.1 What do you do? (check all that apply)

☐ Actor / actress

☐ Voice actor

☐ Singer / vocalist

☐ Musician / band member

☐ Songwriter / composer

☐ Music producer / DJ

☐ Dancer / choreographer

☐ Comedian / entertainer

☐ Model

☐ Content creator / influencer

☐ Filmmaker / director

☐ Screenwriter / author

☐ Visual artist

☐ Other

1.2 Industries:

☐ Film

☐ Television / streaming

☐ Theatre

☐ Music

☐ Radio / podcast

☐ Digital media / social

☐ Publishing

☐ Live events / touring

1.3 Career stage:

☐ Just starting out

☐ Working / emerging

☐ Established professional



Syndicate Subscription Legal Plans

1.4 Union membership:

- ☐ SAG-AFTRA ☐ AFM ☐ Actors' Equity
☐ WGA ☐ DGA ☐ Not a union member
☐ Eligible / joining soon

1.5 Do you work through a loan-out company (your own corporation or LLC)? ☐ Yes ☐ No

If yes — entity name, type, and state: _____

PART 2 — HOW CAN WE HELP?

2.1 Check all that apply:

- | | |
|---|--|
| ☐ Review / negotiate a contract or deal | ☐ Draft an agreement |
| ☐ Agent / manager agreement | ☐ Form a loan-out company |
| ☐ Copyright registration | ☐ Trademark my stage name / band name / brand |
| ☐ Licensing my work | ☐ Unpaid fees, royalties, or residuals |
| ☐ Unauthorized use of my work / likeness | ☐ AI / digital replica issue |
| ☐ Band / collaborator dispute | ☐ Brand deal / sponsorship / endorsement |
| ☐ Minor's contract / Coogan account | ☐ Terminate a contract or relationship |
| ☐ Union issue / grievance | ☐ Not sure — need advice |

2.2 Response / signing deadline (if any): _____

2.3 In your own words, what is going on? _____

PART 3 — YOUR TEAM

Role	Name / Company	Written Agmt?	Commission %	Expires
Talent agent				
Manager				
Business manager				
Publicist				
Music publisher / administrator				
Record label / distributor				
Lawyer (outside)				

3.1 Is your talent agent state-licensed (and union-franchised)? ☐ Yes ☐ No

In California, only licensed talent agents may generally procure employment for artists. Managers who do so without a license may be unable to collect commissions. Short deadlines apply to these disputes.



Syndicate Subscription Legal Plans

3.2 Are you unhappy with, or trying to leave, any member of your team? ☐ Yes ☐ No

If yes, explain: _____

PART 4 — THE CONTRACT OR DEAL

4.1 Type of agreement:

- | | |
|--|---|
| ☐ Acting / performer agreement | ☐ Recording / record deal |
| ☐ Publishing / songwriter agreement | ☐ Producer agreement |
| ☐ Distribution agreement | ☐ Sync / licensing agreement |
| ☐ Brand / influencer / endorsement deal | ☐ Modeling agreement |
| ☐ Live performance / touring | ☐ Option / life rights / book rights |
| ☐ Band / collaboration / split sheet | ☐ NDA / release / appearance release |

4.2 Other party (company / person): _____

Project title: _____ Date offered: _____

4.3 Compensation (fee, advance, royalty %, points, backend): _____

4.4 Term / length: _____ Exclusivity: _____

4.5 Rights granted (what, where, how long — e.g., worldwide, all media, in perpetuity): _____

4.6 Terms that concern you or need review:

- | | |
|---|---|
| ☐ Credit / billing | ☐ Approvals (script, image, edits) |
| ☐ Use of name, image & likeness | ☐ AI / digital replica rights |
| ☐ Morals clause | ☐ Options for future work |
| ☐ Ownership of masters / content | ☐ Termination rights |
| ☐ Audit rights | ☐ Arbitration clause |

4.7 Is the project covered by a union agreement? ☐ Yes ☐ No

Contract terms allowing a digital replica of your voice or likeness may be unenforceable in some states unless the use is specifically described and you had legal or union representation. Flag any AI-related language for us.

PART 5 — YOUR CREATIVE WORK & INTELLECTUAL PROPERTY

Work (song, recording, script, video, choreography, art)	Created (Date)	Co-Creators / Splits	Registered?



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5.1 Royalty organizations you belong to:

- ☐ ASCAP ☐ BMI ☐ SESAC
☐ SoundExchange ☐ The MLC ☐ None

5.2 Do you own the master recordings / original content you created? ☐ Yes ☐ No

If yes, explain: _____

5.3 Do you have signed split sheets or collaboration agreements? ☐ Yes ☐ No

5.4 Did you use samples, beats, or material owned by others? ☐ Yes ☐ No

If yes, explain: _____

5.5 Is your stage name, band name, or brand registered as a trademark? ☐ Yes ☐ No

5.6 Is someone using your work, name, voice, or likeness without permission? ☐ Yes ☐ No

If yes, explain: _____

5.7 Has anyone accused you of infringing their work? ☐ Yes ☐ No

If yes, explain: _____

PART 6 — MONEY, ROYALTIES & DISPUTES

6.1 Are you owed fees, royalties, or residuals that have not been paid? ☐ Yes ☐ No

Owed by: _____ Amount: \$ _____

6.2 Do you receive royalty statements, and do you have audit rights? ☐ Yes ☐ No

6.3 Is there a dispute with a producer, label, collaborator, or brand? ☐ Yes ☐ No

If yes, explain: _____

6.4 Deadlines (notice, cure, arbitration, union grievance): _____

6.5 Have you received a demand letter, cease-and-desist, or lawsuit? ☐ Yes ☐ No

PART 7 — BUSINESS SETUP

7.1 How are you paid?

- ☐ Individual (W-2 / 1099) ☐ Sole proprietor / DBA ☐ Loan-out corporation
☐ LLC ☐ Not sure

7.2 Would you like help forming a loan-out company or trademark filing? ☐ Yes ☐ No

7.3 Do you have a CPA or business manager handling taxes? ☐ Yes ☐ No



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PART 8 — ARTISTS UNDER 18 (PARENT / GUARDIAN)

Parent / guardian name: _____ Relationship: _____

Phone: _____ Email: _____

8.1 Does the minor have a current entertainment work permit? ☐ Yes ☐ No

8.2 Is there a blocked trust (Coogan) account for the minor's earnings? ☐ Yes ☐ No

In California, a portion of a minor's gross earnings (generally 15%) must be set aside in a blocked trust account, and contracts can be submitted for court approval so the minor cannot later cancel them.

8.3 Has the contract been, or will it be, submitted for court approval? ☐ Yes ☐ No

PART 9 — GOALS & DOCUMENTS

9.1 Your priorities:

☐ Fair compensation

☐ Keep ownership of my work

☐ Limit exclusivity / term

☐ Protect my name & likeness

☐ Get paid what I am owed

☐ Exit a bad contract

☐ Protect my brand

☐ Build my business structure

Please provide copies of the following, if available. Check each item you are including.

☐ Contract / deal memo / offer

☐ Agent / manager agreements

☐ Royalty statements

☐ Split sheets / collaboration agreements

☐ Copyright / trademark registrations

☐ Emails / texts with the other party

☐ Union contracts / notices

☐ Invoices / payment records

☐ Cease-and-desist / demand letters

☐ Loan-out entity documents

☐ Work permit / Coogan account info

☐ Examples of unauthorized use

Certification:

I declare that the information provided in this questionnaire is true, correct, and complete to the best of my knowledge. I understand this information is provided to Syndicate Subscription Legal Plans in confidence for the purpose of evaluating my entertainment law matter.

Signed and dated this _____ day of _____, 20____

Signature (Artist): _____

Print Name: _____

Signature (Parent, if minor): _____

Print Name: _____

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save this document as a PDF and email to STEVE@STEVEMUELLERLEGAL.COM,
Your information will be reviewed within one hour.