

UGC rights handoff check

Use this before final delivery and during a weekly admin review. Copy terms from the signed agreement; do not fill gaps from memory.

01	Exact asset Give every video, photo, cutdown or raw-footage set a stable Asset ID.	☐
02	Usage scope Copy the written permission: organic, paid ads, internal use or no usage granted.	☐
03	Platforms and territory Record each allowed channel and location. Avoid replacing a specific term with “all.”	☐
04	Term model and dates Write the start date and fixed end date, or record the exact indefinite term from the agreement.	☐
05	Creator-account advertising Record whether Spark Ads, whitelisting or another creator-handle authorization was agreed.	☐
06	Exclusivity Record the covered category, territory and end date when the agreement includes exclusivity.	☐
07	Agreement reference Link the signed file and note the section, exhibit or approved email that controls the term.	☐
08	Fee and invoice timing Record the contracted fee, invoice date, payment due date and payment received date.	☐
09	Approval and final file Keep the final asset link and the written approval or change request.	☐
10	Next review date Set a date to review delivery, payment, usage expiry or exclusivity before the deadline passes.	☐

One rule: the agreement is the source of truth. This checklist organizes records and dates; it does not interpret rights, monitor advertising or provide legal advice.

Scope & Follow | Free field checklist | v1.0