

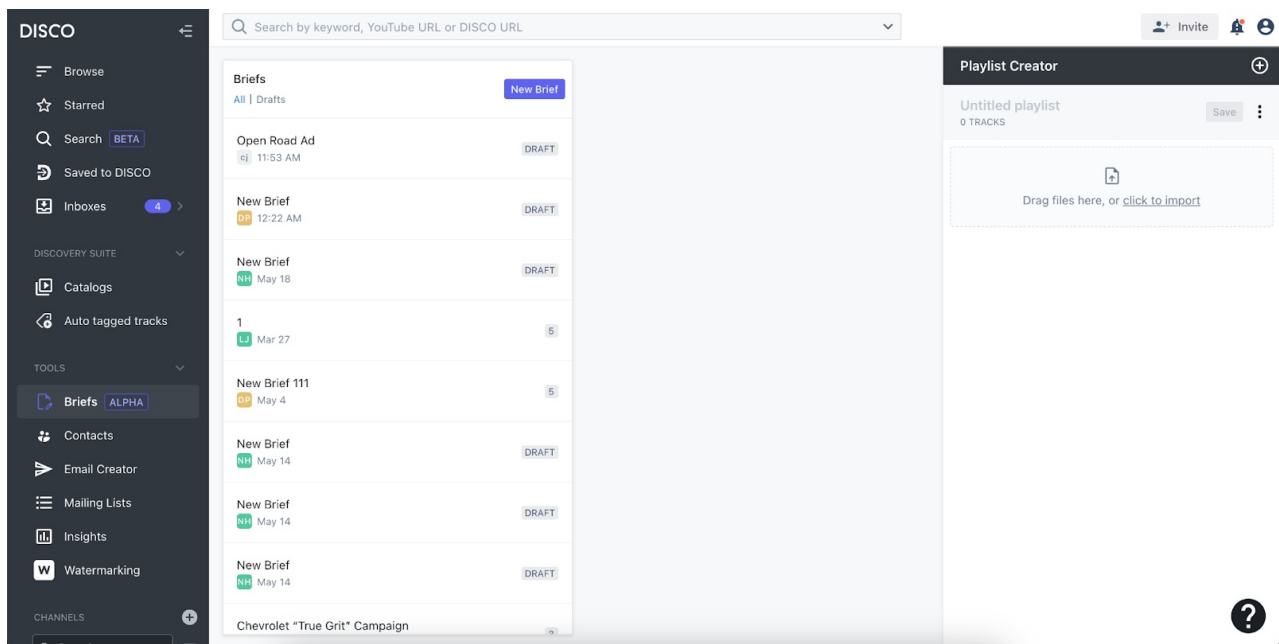
Feature Guide: Briefs

Last Modified on 06/06/2025 3:42 pm PDT

With **DISCO Briefs**, you can send briefs to your DISCO [Contacts](#) and [Mailing Lists](#) of any size.

At a glance

This feature is in the alpha stage and is only available for select Supervisor accounts.



Creating and sending Briefs

To create a new brief

1. On the left sidebar of your DISCO, under **Tools**, select **Briefs**.
2. In the upper-right corner of the Briefs page, click the New brief button.
3. Follow the step-by-step guide in the next section of this article to build and send your brief.

Step-by-step:

Step 01: Brief Content

1. Enter a brief name.
2. Enter a brief deadline.
3. Enter a brief description.

Tip: In the brief description: Include key details like usage type, media, term, mood, lyrical themes, reference tracks, and any creative or licensing restrictions.

4. Click the **Next** button.

Example:

The screenshot shows the 'Example Brief' form at Step 01: Brief Content. The progress bar at the top indicates that Step 01 is completed, while Steps 02, 03, and 04 are pending. The form includes a 'Brief name' field with the value 'Example Brief', a 'Brief deadline' field with the value 'May 23, 2025, 9:00 AM America/Los_Angeles', and a 'Brief description' text area containing project details, reference tracks, and submission requirements.

< Briefs

Example Brief ✓ Saved 🔗 Preview brief Next

01 Brief Content 02 Email Details 03 Choose Recipients 04 Confirm and Send

Brief name: Example Brief

Brief deadline: May 23, 2025, 9:00 AM America/Los_Angeles

Brief description:

Hope you're doing well! I'm reaching out with a new sync opportunity for an upcoming car commercial under the working title "Open Road." We're looking for the perfect track to capture the feeling of freedom, adventure, and movement as the spot showcases friends hitting the open road in a sleek new vehicle.

Project Details:

Budget: \$50,000-\$75,000 (All-in)

Usage: National TV + Digital (12 Months, North America)

Genres: Indie Pop, Soul, Modern Rock, Rhythmic Electronic

Mood: Uplifting, dynamic, feel-good, with a strong sense of motion

Lyrics: Broadly relatable (themes of movement, freedom, or exploration preferred).

Reference Tracks:

"Electric Feel" – MGMT (Vibrant, indie-electronic energy)

"Go!" – The Chemical Brothers ft. Q-Tip (Rhythmic, driving momentum)

"Feel It Still" – Portugal. The Man (Catchy, modern retro groove)

"Born to Be Wild" – Steppenwolf (Classic, rebellious road-trip anthem)

Submission Requirements:

Step 02: Email Details

1. Fill in the fields:

- **Email subject** - the subject line that your contacts will see.
- **Sender from address*** - the email address that any replies will be sent to.
**Emails will show as partly from the email address you input in this field, but the domain will be @disco-mailer.net.*

Example:

The screenshot shows the 'Example Brief' form at Step 02: Email Details. The progress bar at the top indicates that Step 02 is completed, while Steps 01, 03, and 04 are pending. The form includes a 'Sender from address' field with the value 'janesmith@disco.ac', a 'Sender display name' field with the value 'Jane Smith', and an 'Email subject' field with the value 'Example Brief Email Subject Line'.

< Briefs

Example Brief 🔗 Preview brief Next

01 Brief Content 02 Email Details 03 Choose Recipients 04 Confirm and Send

Sender from address: janesmith@disco.ac

Sender display name: Jane Smith

Email subject: Example Brief Email Subject Line

Step 03: Choose Recipients

Tip: To go back to a previous step, click on the name of the step.

1. Enter an email address, search for a DISCO contact, or select a mailing list.

2. Recipients added to the brief can also be removed.

Example:

[< Briefs](#)

Example Brief

[Preview brief](#)[Next](#)

01 Brief Content

02 Email Details

03 Choose Recipients

04 Confirm and Send

Add a contact

+ Add

Enter an email address or search for a DISCO Contact

Add from mailing list

Select a mailing list

+ Add

10 contacts selected

	NAME	EMAIL	
<div>AJ</div>	Alice Johnson	alice.johnson@example.com	x
<div>BB</div>	Bob Brown	bob.brown@example.com	x
<div>CA</div>	Chris Anderson	chris.anderson@example.com	x
<div>DW</div>	David Wilson	david.wilson@example.com	x
<div>ED</div>	Emily Davis	emily.davis@example.com	x
<div>JS</div>	Jane Smith	jane.smith@example.com	x
<div>JD</div>	John Doe	john.doe@example.com	x
<div>LT</div>	Laura Thomas	laura.thomas@example.com	x
<div>ML</div>	Michael Lee	michael.lee@example.com	x

Step 04: Confirm and Send

Tip: Before sending, you can preview the brief.

1. Verify that all information is correct, and the brief looks the way you want.
2. To send the email right away, click the **Send brief** button. You can edit the brief once it's sent.
3. You're done! ☐
4. Recipients will receive an email that will allow them to view the brief in DISCO.

Example:

[< Briefs](#)

Example Brief

[Preview brief](#)[Send brief](#)

01 Brief Content

02 Email Details

03 Choose Recipients

04 Confirm and Send

Recipients

Sending to 2 of your contacts

Only visible to sender

	NAME	EMAIL	LAST SENT	
<div>AJ</div>	Alice Johnson	alice.johnson@example.com		x
<div>SM</div>	Sarah Miller	sarah.miller@example.com		x

Recipients will not see each other's names or email addresses.

Brief Details

Brief Title


Example Brief


Brief Deadline

5/26/2025, 11:00:00 AM America/Los_Angeles

Description


Brief Preview:


 Preview only. Do not share this link.



Are you on DISCO already? [Send your own Playlist](#)

Example Brief

 Deadline: 5/23/2025, 9:00:00 AM America/Los_Angeles (in 3 days)

Brief Details 

Hope you're doing well! I'm reaching out with a new sync opportunity for an upcoming car commercial under the working title "Open Road." We're looking for the perfect track to capture the feeling of freedom, adventure, and movement as the spot showcases friends hitting the open road in a sleek new vehicle.



Project Details:
Budget: \$50,000-\$75,000 (All-in)
Usage: National TV + Digital (12 Months, North America)
Genres: Indie Pop, Soul, Modern Rock, Rhythmic Electronic

DISCO

[Submit Response](#)

Editing a Brief

To edit a brief navigate to the pencil (edit) icon. Once inside the brief editor, you can make any desired changes. To save the changes and update the brief, click the **Publish Update** button.

[+ Invite](#)  

[< Briefs](#)

Example Brief

[Publish update](#) [Preview brief](#) [Next](#)

☒ 01 Brief Content



☒ 02 Email Details

☐ 03 Choose Recipients

☐ 04 Confirm and Send

Brief name

Brief deadline

Brief description

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Submission Requirements:

FAQs:

FAQ's

- [Will recipients be able to see who else the brief was shared with?](#)
- [Can I edit my brief after I have shared it?](#)

- **Can I add/remove recipients once a brief has been sent?**

Will recipients be able to see who else the brief was shared with?

No, only the creator of the brief can see the full list of recipients.

Can I edit my brief after I have shared it?

Yes. You can make edits to your brief at any time, just be sure to publish your changes. Once published, recipients will see the updated version.

Can I add/remove recipients once a brief has been sent?

Yes, you can add recipients by updating the recipients list and sharing the brief.
