

# Feature Guide: Briefs

Last Modified on 11/18/2025 11:27 am PST

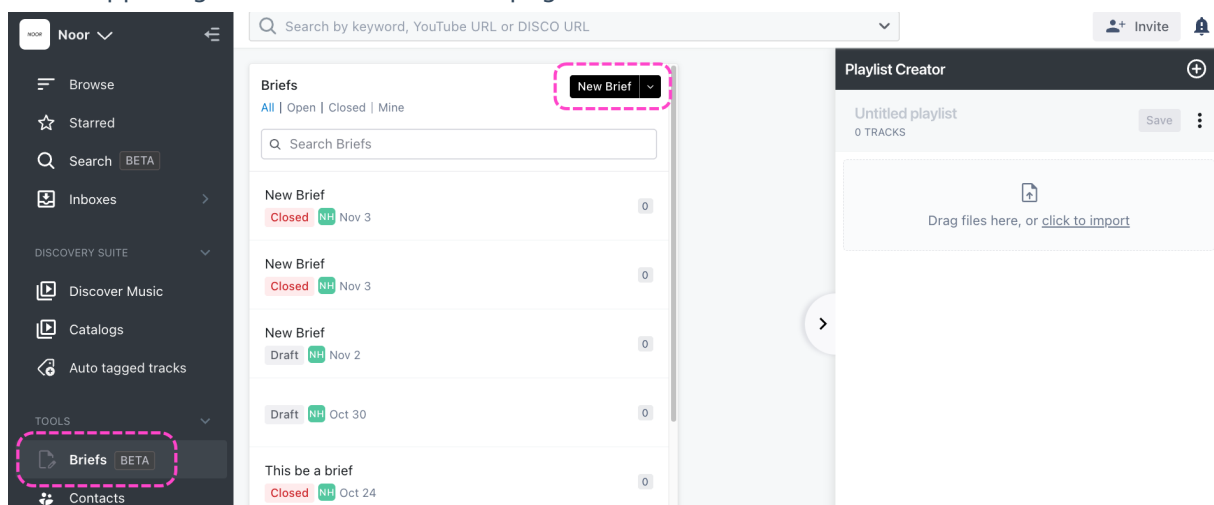
## At a glance

In three easy steps, you can create, share, and review **Briefs** on DISCO!

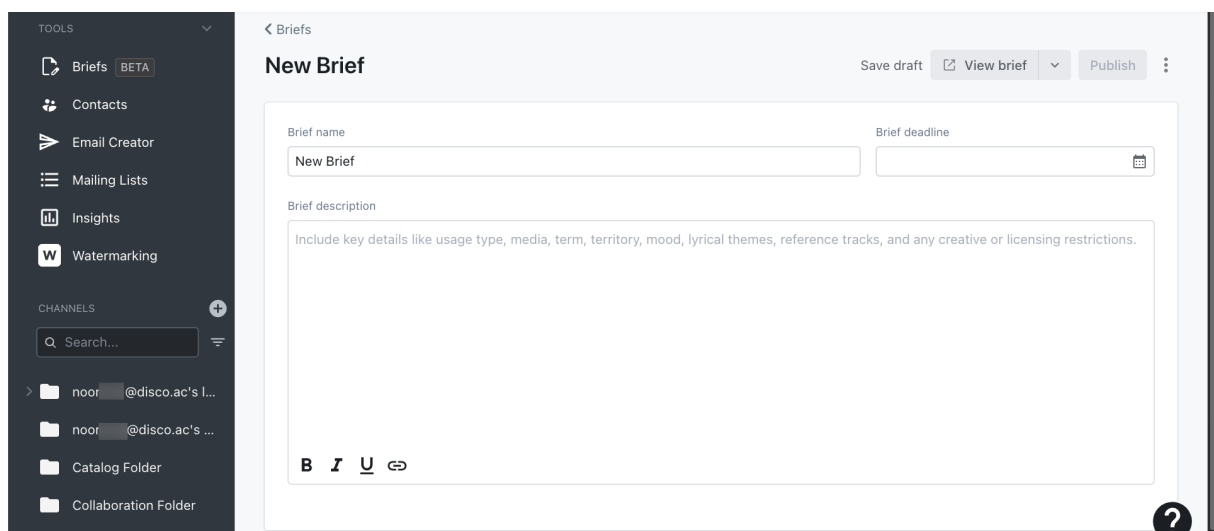
## Creating and publishing Briefs

### Step 1: Create and publish a 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. On the Brief editor screen:



- Enter a **Brief name** - this name will be shown on the brief submission page
- Enter a **Brief deadline** - when this deadline passes, the brief will automatically close and brief recipients will no longer be able to view the brief or submit responses
- Enter a **Brief description**

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

4. Click the **Publish** button.

### Example:

The screenshot shows the 'Brief editor' interface. At the top, there are two input fields: 'Brief name' with the value 'Example Brief' and 'Brief deadline' with the value 'November 22, 2025, 12:30 PM America/New\_York'. Below these is a large text area for 'Brief description'. The description contains the following text:

**Brand**  
Chevrolet

**Concept Overview:**  
"True Grit" is Chevrolet's flagship Silverado campaign for 2025, highlighting the emotional core of truck ownership — durability, loyalty, and identity forged through hard work. The spot follows a multi-generational narrative of Americans who've depended on their trucks through life's toughest moments — from ranches to recovery zones to homecomings. The visuals are grounded, documentary-style: think hands on metal, sun-drenched fields, and dirt-caked boots.

**Music Direction / Tone:**  
We're looking for a powerful, emotionally resonant Americana/rock track that evokes endurance and sincerity. Music should carry the full emotional arc of the ad — from reflective to triumphant — with a strong build and an unmistakable sense of authenticity.

**Reference Track:**  
"Like a Rock" — Bob Seger & The Silver Bullet Band

Tone: nostalgic, gritty, deeply felt  
Tempo: mid-slow build (60–85 BPM range)  
Instrumentation: guitar-driven, rich live instrumentation preferred  
Vocal: raspy, raw, masculine energy, or emotionally grounded female vocal  
Lyrical themes: resilience, legacy, strength, standing tall, surviving, enduring

**What We're Open To:**

- ✓ Existing catalog (cleared for sync)
- ✓ Indie artists or small-label gems
- ✓ One-stop or easy-clear preferred

**What to Avoid:**

- ✗ Pop gloss or dance beats
- ✗ Slick commercial polish
- ✗ On-the-nose country clichés

**Deliverables Needed for Consideration:**

- Full track (WAV or high-res MP3)
- Instrumental version
- Lyrics sheet
- Rights and clearance info (master + publishing)
- Contact info for sync licensing

At the bottom left of the description area are icons for bold (B), italic (I), underline (U), and link (chain icon). At the bottom right is a question mark icon in a circle.

## Sharing Briefs

### Step 2: Share your Brief with recipients

1. From the Brief editor page, open the menu (  ) in the top right corner and select **Share**.

This screenshot shows the same Brief editor page as before, but with a menu open in the top right corner. The menu is triggered by clicking the three dots icon next to the 'Publish' button. The menu options are:

- Share
- Brief notes
- Duplicate
- Close brief
- Delete brief

2. From the **Share brief** menu:

- Add recipients – you can enter an email address, search for a DISCO contact or Mailing List, or add recipients from previously shared Briefs
- Set a **Reply to address** – this is where email replies to your Brief will be sent
- Set a **Sender display name** – this is the name that will appear in the recipient's email
- Set a **Subject** – this is the email subject
- Add a **Message** (optional) – add a message to be included in the email

3. Click **Send to X recipients**.

### Example:

## Share brief

### Example Brief

November 18th 2025, 11:43am

Enter email addresses or search for contacts, mailing lists, or briefs

Enter email addresses...

Reply to address

olivia @disco.ac

Sender display name

Olivia Disco

Subject

Example Brief

Message

Hi everyone, check out this new brief!

Cancel

Send

## Reviewing Brief responses

### Step 3: Review Brief responses

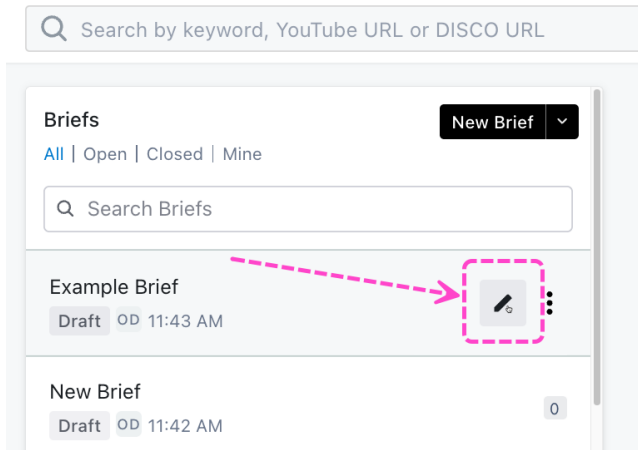
You can view responses to your brief by clicking the brief name in the Briefs column. Similar to Inboxes, you can view each playlist submitted, who it was submitted by and any included messages.

The screenshot displays the Noor application interface. On the left is a dark sidebar with navigation options: Browse, Starred, Search (BETA), Inboxes, DISCOVERY SUITE (Discover Music, Catalogs, Auto tagged tracks), TOOLS (Briefs (BETA), Contacts, Email Creator, Mailing Lists, Insights, Watermarking), and CHANNELS. The main area is divided into three panels. The left panel, titled 'Briefs', shows a list of briefs with columns for status (All, Open, Closed, Mine), search, and a list of briefs including 'Example Brief', 'New Brief', and '\*Drive\* National Car Brand Commercial'. The middle panel shows a detailed view of the '\*Drive\* National Car Brand Commercial' brief, listing submissions from 'Noor @disco.ac' with dates and submission counts. The right panel shows the response details for the selected submission, including the subject, sender, and the message content: 'Here's my submission, hope you like it!'. A pink dashed box highlights the submission details in the middle panel, and another pink dashed box highlights the response details in the right panel.

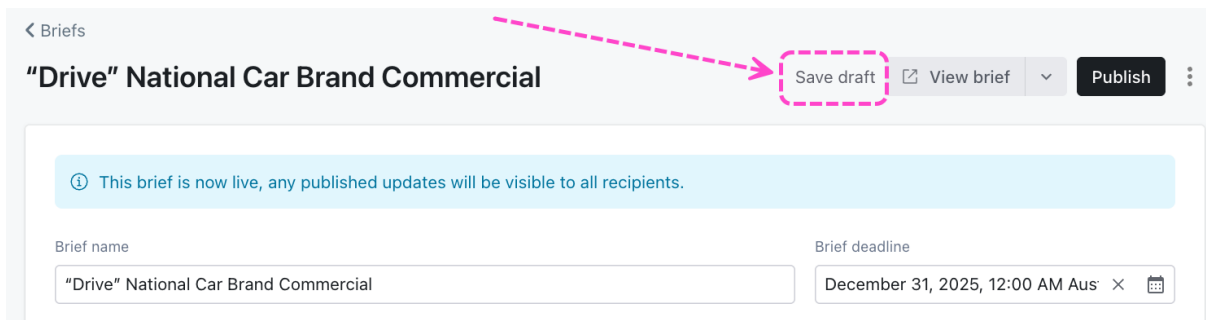
## Editing a Brief

To edit a **Brief**:

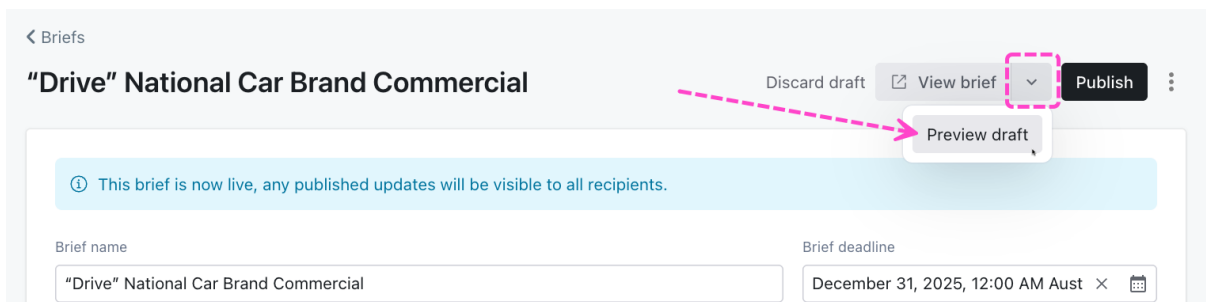
1. Hover over the Brief name and click the **Edit** pencil.



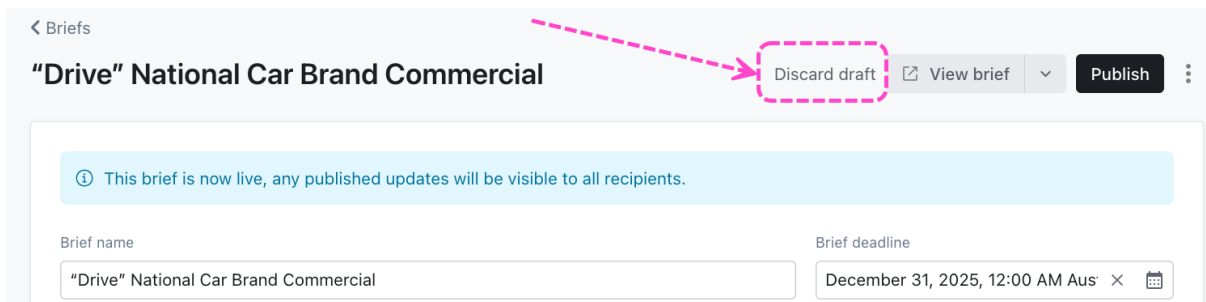
2. From the Brief editor screen you can make any desired changes. As you make changes, you can save them in a draft state (not visible publicly) by clicking **Save draft**.



3. To preview your changes, click the **View brief** dropdown and select **Preview draft**. A preview of the brief submission page will open in a new tab and will include your saved changes.



4. To discard your changes, click **Discard draft** and your Brief will return back to its current published state.



5. To publish your changes and make them live for all brief recipients, click the **Publish** button.

# FAQ

FAQ's