Feature Guide: Briefs

Last Modified on 07/23/2025 12:50 pm PDT

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.

ample Brief			Saved C Preview brief
01 Brief Content	🕑 02 Email Details	🕑 03 Choose Recipients	O 04 Confirm and Send
Brief name			Brief deadline
Example Brief			May 23, 2025, 9:00 AM America/Los Angeles
Brief description Hope you're doing well! I'm i perfect track to capture the Project Details: Budget: \$50,000-\$75,000 (reaching out with a new sync opportunity feeling of freedom, adventure, and move All-in)	for an upcoming car commercial under ment as the spot showcases friends hitt	the working title "Open Road." We're looking for th ing the open road in a sleek new vehicle.
Arief description Hope you're doing well! I'm r perfect track to capture the Project Details: Budget: \$50,000-\$75,000 (Usage: National TV + Digital Genres: Indie Pop, Soul, Moo Mood: Uplifting, dynamic, fe Lyrics: Broadly relatable (the	reaching out with a new sync opportunity feeling of freedom, adventure, and move All-in) (12 Months, North America) Jern Rock, Rhythmic Electronic el-good, with a strong sense of motion imes of movement, freedom, or exploratio	for an upcoming car commercial under ment as the spot showcases friends hitt on preferred).	the working title "Open Road." We're looking for th ing the open road in a sleek new vehicle.
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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:

01 Brief Content	02 Email Details	03 Choose Recipients	04 Confirm and Send
Sender from address		Email subject	
janesmith@disco.ac		Example Brief Email Subject Li	ne
Sender display name			
Jane Smith			

Step 03: Choose Recipients

Example:

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.

✓ 01 Brief Content	🕑 02 Email Details	03 Choose Recipients	O 04 Confirm and Send	
Add a contact	10 contacts selected			
+ Add Enter an email address or search for a DISCO Contact	NAME	EMAIL		
Add from mailing list	Alice Johnson	alice.johnso	on@example.com	
Select a mailing list + Add	Bob Brown	bob.brown@	@example.com	
	CA Chris Anderson	chris.anders	son@example.com	
	👓 David Wilson	david.wilson	n@example.com	
	ED Emily Davis	emily.davis@	@example.com	
	Jane Smith	jane.smith@	example.com	

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!

Example:

4. Recipients will receive an email that will allow them to view the brief in DISCO.

01 Brief Content	🖉 02 Email Details	O3 Choose Recipients	04 Confirm and Send	ł
ending to 2 of your contacts				Only visible to sende
NAME	EMA	IL	LAST SENT	
Alice Johnson	alic	e.johnson@example.com		×
SM Sarah Miller	sar	ah.miller@example.com		×
 Recipients will not see each 	n other's names or email addresses.			
rief Details				
Brief Details rief Title xample Brief				

Brief Preview:

	Are you on DISCO already?	Send your own Playlist
Example Brief		
O Deadline: 5/23/2025, 9:00:00 AM America/Los_Angeles (in 3 days)		
Brief Detaile v		
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.		

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.

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ample Brief			Publish update 🖸 Preview brief No
01 Brief Content	🕑 02 Email Details	0 03 Choose Recipients	04 Confirm and Send
Brief name			Brief deadline
Example Brief			May 23, 2025, 9:00 AM America/Los_Angeles ×
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