



RECORDING CHECKLIST

PREPARE YOUR SESSION

- ☐ Ensure your DAW (Digital Audio Workstation) project is organized and properly labeled.
- ☐ Consolidate and export individual audio tracks for each instrument or vocal part.
- ☐ Remove any unused or unnecessary tracks.

CHECK AUDIO QUALITY

- ☐ Ensure all recorded tracks are free from clipping and distortion.
- ☐ Confirm that the audio levels are consistent and well-balanced across all tracks.
- ☐ Listen for any unwanted noise, pops, clicks, or hums. If present, consider using noise reduction tools or re-recording the affected parts.

EDIT AND CLEAN-UP

- ☐ Trim any unwanted audio at the beginning or end of each track.
- ☐ Remove any coughs, breaths, or other noises that are not part of the musical performance.
- ☐ Correct timing or pitch issues using editing tools if necessary.

CONSOLIDATE AND EXPORT

- ☐ Double-check that all audio files are properly consolidated and exported with the same sample rate and bit depth.
- ☐ Export Audio files as a lossless .WAV file.



LABEL FILES

- ☐ Give each exported audio file a clear and descriptive name (Example: Left Guitar Clean, Vocals Center)
- ☐ Add track numbers or prefixes to ensure proper ordering.

PROVIDE REFERENCE TRACKS

- ☐ Include one to two reference tracks or songs that capture the desired sound or vibe for your final mix.
- ☐ Clearly communicate your desired expectations and any specific instructions or notes regarding the mix based on the references provided.

DOUBLE-CHECK AND BACKUP

- ☐ Go through your exported files and ensure they completely match your project session. Ensure there are no duplicate tracks (tracks with the exact same name or number) and that all the necessary files are ready to be sent to us.
- ☐ Create a backup of the entire session and exported files to ensure their safety during the transfer process.

COMMUNICATION

- ☐ Clearly communicate your expectations and requirements to the mixing engineer, either verbally (over the phone) or in writing (mix notes file, or via email).
- ☐ Provide contact information in case the mixing engineer has any questions or requires further clarification.

By following this recording checklist, you can ensure that your tracks are properly prepared and ready for the mixing engineer to work with, helping to streamline the mixing process and achieve the best possible results.