

Session Prep Checklist

Session date: _____

Studio or platform: _____

Engineer or producer: _____

Song(s) to work on: _____

Before the session

Agree the basics

- ☐ Date confirmed: _____
- ☐ Start time: _____ End time: _____
- ☐ Length booked: _____ hours
- ☐ Rate: \$ _____ per hour or \$ _____ flat
- ☐ What the rate includes (engineer, mix, files):

- ☐ Engineer's name and rate if separate: _____
- ☐ Deposit paid: \$ _____ on _____
- ☐ Cancellation window: _____ hours or days before
- ☐ Overtime rate if we run long: \$ _____ per hour

Get your material ready

- ☐ Reference tracks picked (2 or 3 songs that sound the way you want):

- ☐ Lyrics finished and saved as text, with a printed copy
- ☐ Lyrics sent to the engineer or producer ahead of time
- ☐ BPM: _____ Key: _____
- ☐ Beat or instrumental files ready in the right format (WAV, not a phone recording)
- ☐ Beat trackout, if you have it
- ☐ Any rough demo or voice memo to show the idea
- ☐ Files named clearly (song title, version, BPM)

Know what you are leaving with

- ☐ What I get at the end: _____

- ☐ Format (WAV, sample rate, bit depth): _____
- ☐ Rough mix included: yes / no
- ☐ Session file or trackout included: yes / no
- ☐ When I get the files: _____

Take care of yourself

- ☐ Sleep the night before
- ☐ Water, no dairy or heavy food right before vocals
- ☐ Rest your voice the day before if you are singing

Day of the session

- ☐ Arrive or log on _____ minutes early
- ☐ Warm up (voice or instrument) before you walk in
- ☐ All files on a drive or in a shared folder, plus a backup copy
- ☐ Charger, headphones, water
- ☐ Play the reference tracks for the engineer first
- ☐ Confirm the BPM and key match the beat before you start recording
- ☐ Record a scratch pass all the way through before punching in
- ☐ Take session notes as you go:

Take or section: _____ Note:

Take or section: _____ Note:

Take or section: _____ Note:

Take or section: _____ Note:

- ☐ Ask what the engineer needs from you before you leave
- ☐ Settle the bill and get a receipt

After the session

Check the files before you leave or close the call

- ☐ List of files received: _____

- ☐ Files named clearly (song, part, take, version)
- ☐ Every track consolidated from bar 1 so they line up when dropped into any session
- ☐ Sample rate and bit depth match what was agreed: _____
- ☐ Dry vocals and processed vocals both included, if agreed
- ☐ Rough mix or bounce included
- ☐ Session file included, if agreed

Back it up

- ☐ Copied to a second drive
- ☐ Copied to cloud storage
- ☐ Shared with anyone else on the song

Settle up

- ☐ Balance paid: \$ _____ on _____
- ☐ Anything still owed to me: _____
- ☐ Anything I still owe: _____
- ☐ Next session or follow-up booked for: _____

This template is a starting point, not legal advice. For anything you cannot afford to lose, have a lawyer read it.

kollabme.com/templates/session-prep-checklist/