

Questions to Ask a Studio Before You Book

Studio name: _____

Contact person: _____

Date you asked: _____

Rates

What is the hourly rate? \$ _____

Is there a flat day rate? \$ _____ for _____ hours

What does the rate include (room, engineer, gear, mixing, files)?

What costs extra?

Is there a minimum booking? _____ hours

Do rates change for nights, weekends or holidays?

Engineer

Is an engineer included in the rate? yes / no

If not, what is the engineer's rate? \$ _____ per hour

Who will the engineer be for my session? _____

Can I bring my own engineer? yes / no

If I bring my own engineer, does the room rate change?

Rooms and gear

Which room would I be in? _____

How many people fit comfortably? _____

What microphones and preamps are available for vocals?

What software does the studio run (and which version)?

Any instruments in the room I can use (keys, drums, guitars)?

Can I bring my own gear or plugins? _____

What I leave with

What files do I get at the end of the session?

Format (WAV, sample rate, bit depth): _____

Are the tracks consolidated from bar 1 so they line up anywhere? yes / no

Do I get the session file? yes / no

Do I get a rough mix? yes / no

How are files delivered (drive, link, email)? _____

How long after the session do I get them? _____

Is there a charge for file delivery or exports? \$ _____

Deposits and cancellation

Is a deposit required? \$ _____ or _____ %

Is the deposit refundable? yes / no

How far ahead do I need to cancel to get it back? _____ hours or days

What happens if I show up late? _____

What happens if the studio cancels on me? _____

Time and overtime

What are the studio's hours? _____

Is there buffer time between sessions for setup and teardown? _____ minutes

Is setup time billed? yes / no

What is the overtime rate if we run long? \$ _____ per hour

Can I extend on the day if the room is free? _____

Getting there

Address: _____

Is there parking? Where, and does it cost anything?

Where do I load in? _____

Elevator or stairs? _____

Is there a waiting area for people I bring? _____

Payment

What payment methods do you take (cash, card, transfer, app)?

When is the balance due (before, during, after)?

Do you send an invoice or receipt? yes / no

Session files and ownership

Who owns the session files after I leave? _____

Does the studio keep a copy? For how long? _____

Can the studio use my session in its own promotion (photos, clips, name)? yes / no

Do I need to sign anything to book? _____

Recent work

Can you share two or three recent songs recorded here?

1. _____

2. _____

3. _____

Who engineered them? _____

Can I talk to a recent client? _____

My notes

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

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