
FILE PREP CHECKLIST

RECORDING SESSION

Arrive ready to capture clean vocals, instruments, ideas, and session moments with less setup friction.

BEST FILES TO SEND

- Lyrics, notes, references, and arrangement direction.
- Instrumental or beat file in the highest quality available.
- Artist name, project title, BPM, key, and feature info.
- Guide vocals, demos, or scratch recordings for direction.

QUALITY PREP

- Bring WAV/AIFF when possible; MP3/M4A accepted.
- Use one clearly labeled folder per song or project.
- Make sure phone demos or references are named clearly.
- Avoid distorted demos unless distortion is intentional.

HEADROOM / CLEAN EXPORT

- For beats or guide mixes, leave peaks at -3 dBFS or lower.
- Do not normalize files to maximum volume before sending.
- Send the cleanest original version available.

CREATIVE NOTES

- Include who will attend and what needs to be recorded.
- Mention vocal production, coaching, harmonies, ad-libs, or punch-in needs.

BEFORE YOU SUBMIT

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| ☐ Files are labeled clearly and placed in one organized folder. | ☐ Peaks stay at -3 dBFS or lower where possible, with no unwanted clipping or limiter damage. |
| ☐ Project title, artist/brand name, BPM/key, notes, and references are included when available. | ☐ Large folders are zipped before transfer and sessions/projects include all needed assets. |
| ☐ All files are the highest quality available, even though all audio file types are accepted. | |

UNIVERSAL FILE POLICY

All audio file types are accepted, including WAV, AIFF, MP3, M4A, stems, trackouts, projects, sessions, AAF/OMF, video files, references, and notes. Send the highest quality version you have. Minimum headroom guidance: peak no higher than -3 dBFS where possible.

FILE PREP CHECKLIST

MIXING

Send organized stems or sessions so TTST can balance, clean, enhance, and shape the record with clarity.

BEST FILES TO SEND

- Stems, trackouts, full project sessions, or consolidated audio files.
- Dry lead vocals, doubles, harmonies, ad-libs, beat stems, and effects returns when available.
- Rough mix, reference songs, notes, and desired mix direction.

QUALITY PREP

- Export each stem from the same start point so everything lines up.
- Keep dry and wet versions when effects are important to the sound.
- Name files by instrument, vocal part, take, and section where possible.

HEADROOM / CLEAN EXPORT

- Leave minimum -3 dBFS headroom on stems and rough mixes.
- Remove master bus limiters unless they are part of the creative direction.
- Avoid clipping, over-normalizing, or printing distorted files by accident.

CREATIVE NOTES

- List what should be loud, clean, aggressive, warm, cinematic, or polished.
- Mention what not to change about the original sound.

BEFORE YOU SUBMIT

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| ☐ All stems, trackouts, sessions, or project files are included and clearly named. | ☐ Minimum -3 dBFS headroom is preserved wherever possible. |
| ☐ All files start at the same timestamp or are consolidated for alignment. | ☐ Highest quality exports are provided, while all audio file types remain accepted. |
| ☐ Reference songs and rough mix are included when available. | |

UNIVERSAL FILE POLICY

All audio file types are accepted, including WAV, AIFF, MP3, M4A, stems, trackouts, projects, sessions, AAF/OMF, video files, references, and notes. Send the highest quality version you have. Minimum headroom guidance: peak no higher than -3 dBFS where possible.

FILE PREP CHECKLIST

MASTERING

Prepare the final mix so TTST can add loudness, polish, translation, and release-ready finish without damaging the sound.

BEST FILES TO SEND

- Final stereo mix in WAV/AIFF when possible; other audio formats accepted.
- Clean mix version with no clipping, along with an instrumental and acapella if needed.
- Reference songs and target platform or release notes.

QUALITY PREP

- Use the highest quality final mix available.
- Confirm fades, edits, spacing, and final arrangement before sending.
- Send the exact mix you want mastered.

HEADROOM / CLEAN EXPORT

- Leave at least -3 dBFS minimum headroom on the final mix.
- Remove master bus limiters/maximizers unless intentionally part of the mix.
- Do not normalize the mix before mastering.

CREATIVE NOTES

- Describe the desired finish: loud, warm, clean, club-ready, cinematic, modern, or transparent.
- Share distribution or platform requirements if known.

BEFORE YOU SUBMIT

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| ☐ Final mix is approved before mastering. | ☐ No accidental clipping, distortion, or unwanted master bus limiting is printed. |
| ☐ Highest quality stereo file is provided; all audio file types are accepted. | ☐ Release notes, references, and version names are clear. |
| ☐ Peaks are no higher than -3 dBFS where possible. | |

UNIVERSAL FILE POLICY

All audio file types are accepted, including WAV, AIFF, MP3, M4A, stems, trackouts, projects, sessions, AAF/OMF, video files, references, and notes. Send the highest quality version you have. Minimum headroom guidance: peak no higher than -3 dBFS where possible.

FILE PREP CHECKLIST

BEAT PRODUCTION

Give TTST the creative direction needed to build or shape the instrumental around your vision, rhythm, and identity.

BEST FILES TO SEND

- Reference beats, songs, playlists, voice memos, loops, samples, or demos.
- Lyrics, hook ideas, melody notes, BPM, key, and mood references.
- Any existing project/session files, MIDI, stems, or sample packs you want considered.

QUALITY PREP

- Send the highest quality version of loops, samples, and demos available.
- Label references by vibe, drums, melody, bass, or arrangement notes.
- Keep licenses, ownership notes, or sample restrictions clear.

HEADROOM / CLEAN EXPORT

- For any supplied audio, keep peaks at -3 dBFS or lower where possible.
- Avoid sending heavily clipped loops unless the distortion is intentional.
- Do not over-process references that need to be recreated or sampled.

CREATIVE NOTES

- Describe the bounce, tempo, genre, artist comparison, and emotional direction.
- Mention if you need exclusive, custom, lease-ready, or song-specific production.

BEFORE YOU SUBMIT

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| ☐ References, BPM, key, mood, and creative direction are included. | ☐ Supplied audio has -3 dBFS minimum headroom where possible. |
| ☐ All loops, samples, stems, sessions, MIDI, and project files are labeled. | ☐ Ownership, sample, or licensing notes are included when relevant. |
| ☐ Highest quality audio files are sent when available. | |

UNIVERSAL FILE POLICY

All audio file types are accepted, including WAV, AIFF, MP3, M4A, stems, trackouts, projects, sessions, AAF/OMF, video files, references, and notes. Send the highest quality version you have. Minimum headroom guidance: peak no higher than -3 dBFS where possible.

FILE PREP CHECKLIST

SOUND DESIGN

Send the scene, moment, product, or creative direction so TTST can design audio textures with purpose and impact.

BEST FILES TO SEND

- Video clips, scene exports, references, brand assets, project files, or session materials.
- Temporary audio, scratch sounds, music references, and timing notes.
- Any stems, field recordings, voiceover, or existing sound assets.

QUALITY PREP

- Send the highest quality video and audio files available.
- Label files by scene, timestamp, character, object, or sound moment.
- Include frame rate, timecode, or edit notes when available.

HEADROOM / CLEAN EXPORT

- For supplied audio, keep peaks at -3 dBFS or lower where possible.
- Avoid clipped source audio unless it is part of the effect.
- Separate dialogue, music, and effects when possible.

CREATIVE NOTES

- Describe the world: realistic, futuristic, gritty, luxury, cinematic, scary, playful, or clean.
- Mark important moments that need hits, risers, transitions, or emphasis.

BEFORE YOU SUBMIT

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| ☐ Video, references, assets, and notes are included. | ☐ Audio sources keep -3 dBFS headroom where possible. |
| ☐ Files are labeled by scene, timestamp, or sound moment. | ☐ Creative tone and timing notes are clear. |
| ☐ Highest quality source files are provided, though all file types are accepted. | |

UNIVERSAL FILE POLICY

All audio file types are accepted, including WAV, AIFF, MP3, M4A, stems, trackouts, projects, sessions, AAF/OMF, video files, references, and notes. Send the highest quality version you have. Minimum headroom guidance: peak no higher than -3 dBFS where possible.

FILE PREP CHECKLIST

BRAND AUDIO

Prepare the brand direction so TTST can create sonic identity, intros, tags, logo sounds, and campaign-ready audio.

BEST FILES TO SEND

- Brand guidelines, logos, visuals, campaign brief, references, or competitor examples.
- Voiceover scripts, taglines, slogans, and music direction.
- Existing sonic assets, sessions, stems, or project folders if available.

QUALITY PREP

- Send the highest quality audio, video, and brand assets available.
- Name files by campaign, platform, product, or deliverable.
- Share usage needs for web, social, broadcast, live, or app placement.

HEADROOM / CLEAN EXPORT

- Any supplied audio should peak at -3 dBFS or lower where possible.
- Avoid compressed or clipped exports when better files exist.
- Send clean voiceover or music options when available.

CREATIVE NOTES

- Describe the brand feeling: premium, bold, friendly, futuristic, cinematic, trustworthy, or energetic.
- List required lengths, formats, and platforms.

BEFORE YOU SUBMIT

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| ☐ Brand assets, references, and campaign notes are included. | ☐ Audio maintains -3 dBFS minimum headroom where possible. |
| ☐ Scripts, slogans, and sonic direction are clear. | ☐ Deliverable lengths and platform needs are listed. |
| ☐ Highest quality audio/video assets are sent when possible. | |

UNIVERSAL FILE POLICY

All audio file types are accepted, including WAV, AIFF, MP3, M4A, stems, trackouts, projects, sessions, AAF/OMF, video files, references, and notes. Send the highest quality version you have. Minimum headroom guidance: peak no higher than -3 dBFS where possible.

FILE PREP CHECKLIST

STREAM / PODCAST / AUDIOBOOK

Organize voice, music, ad reads, segments, and platform notes so TTST can deliver clean, consistent spoken audio.

BEST FILES TO SEND

- Raw voice recordings, episode audio, music beds, ad reads, intros, outros, and references.
- Scripts, chapter notes, timestamps, speaker names, and episode order.
- Project sessions, stems, or editing notes when available.

QUALITY PREP

- Send the highest quality recording available, even if cleanup is needed.
- Separate speakers when possible and label each file clearly.
- Include room tone, retake notes, and pronunciation notes when useful.

HEADROOM / CLEAN EXPORT

- Aim for peaks at -3 dBFS or lower before processing.
- Avoid clipping, heavy noise reduction, or over-compression before sending.
- Do not normalize every file to maximum loudness.

CREATIVE NOTES

- Describe pacing, tone, platform, show style, and desired finish.
- Mark cuts, mistakes, pauses, ads, chapters, or sections that need attention.

BEFORE YOU SUBMIT

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| ☐ All voice files, music, notes, and episode order are included. | ☐ Files keep -3 dBFS minimum headroom where possible. |
| ☐ Speakers, chapters, segments, and timestamps are labeled. | ☐ Edit notes and platform requirements are clear. |
| ☐ Highest quality recordings are sent; all audio file types are accepted. | |

UNIVERSAL FILE POLICY

All audio file types are accepted, including WAV, AIFF, MP3, M4A, stems, trackouts, projects, sessions, AAF/OMF, video files, references, and notes. Send the highest quality version you have. Minimum headroom guidance: peak no higher than -3 dBFS where possible.

FILE PREP CHECKLIST

FILM POST-PRODUCTION

Prepare dialogue, music, effects, and video references so TTST can shape the soundtrack around the picture and story.

BEST FILES TO SEND

- AAF/OMF, video reference, dialogue, music, effects, stems, sessions, or project files.
- Locked cut or latest edit, timecode notes, cue sheets, and spotting notes.
- Voiceover, ADR, location audio, and reference mixes.

QUALITY PREP

- Send the highest quality picture and audio files available.
- Label files by reel, scene, timecode, character, and audio category.
- Include frame rate, sample rate, and export settings when known.

HEADROOM / CLEAN EXPORT

- Keep supplied audio at -3 dBFS minimum headroom where possible.
- Avoid clipping dialogue, music, or effects before delivery.
- Separate dialogue, music, and effects for better control.

CREATIVE NOTES

- Describe the sound direction: cinematic, documentary, dramatic, clean, gritty, suspenseful, or realistic.
- Mark moments needing cleanup, design, emphasis, or emotional lift.

BEFORE YOU SUBMIT

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| ☐ Video reference, audio assets, AAF/OMF, stems, or sessions are included where available. | ☐ Audio keeps -3 dBFS minimum headroom where possible. |
| ☐ Frame rate, timecode, and scene notes are provided. | ☐ Dialogue, music, and effects are labeled clearly. |
| ☐ Highest quality files are delivered, with all file types accepted. | |

UNIVERSAL FILE POLICY

All audio file types are accepted, including WAV, AIFF, MP3, M4A, stems, trackouts, projects, sessions, AAF/OMF, video files, references, and notes. Send the highest quality version you have. Minimum headroom guidance: peak no higher than -3 dBFS where possible.

FILE PREP CHECKLIST

AUDIO CLEANUP / REPAIR

Send the best available source so TTST can reduce noise, clicks, distortion, imbalance, and distractions while preserving the natural sound.

BEST FILES TO SEND

- Original raw audio, damaged audio, reference version, notes, and project/session files if available.
- Video reference when the audio must stay synced to picture.
- Multiple takes or alternate versions if they exist.

QUALITY PREP

- Send the highest quality original file available, even if it has problems.
- Do not re-export through extra compression if the original file exists.
- Label the issue clearly: noise, hum, clicks, clipping, echo, distortion, or low volume.

HEADROOM / CLEAN EXPORT

- Keep source files at -3 dBFS headroom where possible if exporting again.
- Avoid applying extra noise reduction, limiters, or normalization before sending.
- Preserve the original file for comparison.

CREATIVE NOTES

- Explain what needs to be removed, reduced, or protected.
- Tell TTST whether the priority is natural sound, maximum cleanup, or broadcast clarity.

BEFORE YOU SUBMIT

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| ☐ Original source audio is included whenever possible. | ☐ Re-exports maintain -3 dBFS minimum headroom where possible. |
| ☐ Problem areas are identified with notes or timestamps. | ☐ Do not overwrite the original file before sending. |
| ☐ Highest quality source is sent; all audio file types are accepted. | |

UNIVERSAL FILE POLICY

All audio file types are accepted, including WAV, AIFF, MP3, M4A, stems, trackouts, projects, sessions, AAF/OMF, video files, references, and notes. Send the highest quality version you have. Minimum headroom guidance: peak no higher than -3 dBFS where possible.