

TTST

FILE PREP FULL GUIDE

Recording, Mixing, Mastering, Production, Sound Design, Brand Audio,
Stream Audio, Film Post, and Audio Cleanup / Repair

Built to help you send clean, organized, high-quality files so TTST can review faster, protect the creative direction, and deliver a polished professional audio experience.

CORE STANDARD

- ✔ All audio file types are accepted, including WAV, AIFF, FLAC, MP3, M4A, stems, multitracks, project files, sessions, video files, references, and notes.
- ✔ Send the highest quality version of each audio file type available. Do not degrade, over-compress, or normalize files before sending.
- ✔ For mixes, stems, bounces, and tracks, leave at least -3 dBFS minimum headroom and avoid clipping unless distortion is intentional.

UNIVERSAL FILE PREP STANDARDS

ACCEPTED FILE TYPES

- ✔ All audio file types are accepted: WAV, AIFF, FLAC, MP3, M4A, AAC, stems, multitracks, bounces, references, and demos.
- ✔ Project/session files are accepted, including Pro Tools, Logic Pro, FL Studio, Ableton, GarageBand, and other DAW folders.

HIGHEST QUALITY FIRST

- ✔ Send the highest quality version of each file type available, even when a file is not WAV.
- ✔ Do not convert a low-quality MP3 into WAV expecting it to become higher quality.
- ✔ Keep original raw recordings, sessions, and exports available whenever possible.

HEADROOM AND CLIPPING

- ✔ Leave -3 dBFS minimum headroom on mixes, stems, bounces, and tracks whenever possible.
- ✔ Avoid clipping, normalization, and heavy limiting unless the sound is intentional.
- ✔ Keep an unprocessed version when sending processed audio.

NAMING AND ORGANIZATION

- ✔ Use clean names with artist, project title, BPM, key, version, and date when available.
- ✔ Put each project in one folder with subfolders for vocals, beat, stems, references, notes, and video.
- ✔ Zip large folders before sending to keep transfers organized.

REFERENCE AND DIRECTION

- ✔ Include reference songs, links, notes, screenshots, or visuals that explain the sound and feeling.
- ✔ State what should be changed, what should stay untouched, and what matters most.

WEBSITE-FIRST WORKFLOW

- ✔ Submit the request first so TTST can review scope, goals, timeline, and next steps.
- ✔ Large files, sessions, stems, and project assets can be sent through secure follow-up after review.

RECORDING SESSION

Prepare for a smooth in-studio or remote recording workflow by bringing the materials needed to capture clean performances and keep the session moving.

BEST FILES TO SEND

- ✔ Lyrics, notes, song structure, and references.
- ✔ Beat or instrumental in the highest quality available.
- ✔ Any demo vocals, guide tracks, ad-libs, or scratch ideas.
- ✔ Session preferences such as autotune style, key, tempo, and vocal stack ideas.

QUALITY STANDARD

- ✔ WAV or AIFF instrumentals are preferred, but all file types are accepted.
- ✔ Avoid low-volume phone recordings as the main guide when cleaner demos are available.
- ✔ Bring or send the highest quality version of the beat, even if MP3 is the only current version.
- ✔ Do not normalize or hard-limit the beat before the session.

HEADROOM GUIDANCE

- ✔ If supplying a two-track beat, leave space for vocals when possible.
- ✔ For bounced files, -3 dBFS minimum headroom is preferred.
- ✔ Avoid clipping unless the distortion is intentional and part of the sound.

NOTES TO INCLUDE

- ✔ List attendees, session goals, songs to complete, and priority takes.
- ✔ Include reference songs for tone, energy, vocal effects, and performance feel.
- ✔ Share whether you want coaching, vocal production, comping, or creative direction.

TTST REVIEW NOTE

The cleaner the organization, the faster the review. The highest quality original file is preferred, but all file types are accepted and can be reviewed for the next best step.

MIXING

A clean mix starts with organized multitracks, clear direction, and enough headroom for TTST to shape balance, depth, effects, and impact.

BEST FILES TO SEND

- ✓ Dry vocal stems, ad-libs, doubles, harmonies, beat stems, and trackouts when available.
- ✓ A rough mix or demo bounce showing the intended direction.
- ✓ Reference songs that match the desired balance, space, energy, and vocal tone.
- ✓ Lyrics, tempo, key, and any special effect notes.

QUALITY STANDARD

- ✓ WAV or AIFF stems are preferred, but all audio file types are accepted.
- ✓ Export all tracks from the same start point so they line up correctly.
- ✓ Use the highest original source quality for each stem, session, or bounce.
- ✓ Keep processing only when it is essential to the creative sound.

HEADROOM GUIDANCE

- ✓ Each stem should avoid clipping and have -3 dBFS minimum headroom when possible.
- ✓ Do not export stems through a limiter on the master unless that sound is intentional.
- ✓ Turn off normalization when bouncing files for mixing.

NOTES TO INCLUDE

- ✓ Label vocals by section and role: lead, double, hook, ad-lib, harmony, etc.
- ✓ Identify what should stay untouched and what needs improvement.
- ✓ Include any must-have effects, transitions, drops, mutes, or automation ideas.

TTST REVIEW NOTE

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MASTERING

Mastering prepares the final mix for release by improving loudness, translation, tonal balance, spacing, and professional playback consistency.

BEST FILES TO SEND

- ✓ Final stereo mix bounce in the highest quality available.
- ✓ Instrumental, clean, acapella, or performance versions if needed.
- ✓ Reference masters or released songs for loudness and tonal direction.
- ✓ Metadata notes, track order, ISRC/UPC details if applicable, and release destination.

QUALITY STANDARD

- ✓ WAV or AIFF at original session resolution is preferred, but all file types are accepted.
- ✓ Do not convert a low-quality MP3 into WAV expecting quality improvement.
- ✓ Send the highest available mixdown before streaming platform conversion.
- ✓ Avoid unnecessary sample-rate conversion before delivery.

HEADROOM GUIDANCE

- ✓ Leave -3 dBFS minimum headroom on the final mix.
- ✓ Remove master bus limiters unless the limiter is part of the approved mix tone.
- ✓ No clipping on the mix bounce unless intentional and approved.

NOTES TO INCLUDE

- ✓ Mention where the final master will live: streaming, club, video, radio, performance, or sync.
- ✓ Share whether the sound should be loud, smooth, warm, clean, aggressive, or cinematic.
- ✓ Include sequencing notes for EPs, albums, or multiple versions.

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BEAT PRODUCTION

Beat production works best when the creative target is clear: mood, tempo, genre, artist references, arrangement needs, and licensing direction.

BEST FILES TO SEND

- ✔ Voice memos, melodies, loops, samples, references, demos, or song ideas.
- ✔ Any existing beat, chord progression, drums, MIDI, session, or project files.
- ✔ Lyrics, hook ideas, song structure, and artist direction.
- ✔ Mood boards, visuals, or brand references that guide the feeling.

QUALITY STANDARD

- ✔ All audio and project file types are accepted, including stems, sessions, MIDI, loops, and project folders.
- ✔ Send the highest quality source files for samples, loops, and demos.
- ✔ Keep original files intact before bouncing or converting.
- ✔ Avoid clipping loops or distorted exports unless that texture is intentional.

HEADROOM GUIDANCE

- ✔ For production bounces, leave -3 dBFS minimum headroom when possible.
- ✔ Do not over-limit beat previews if the beat is still being developed.
- ✔ Keep drums and sample layers clean enough for future mixing.

NOTES TO INCLUDE

- ✔ Include tempo, key, genre, target artist, and emotional direction.
- ✔ Clarify whether the beat needs custom production, remake influence, enhancement, or arrangement.
- ✔ State if you need exclusive rights, leasing direction, stems, or tracked-out delivery.

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SOUND DESIGN

Sound design supports visuals, brands, intros, games, transitions, and moments that need sonic identity, impact, motion, and texture.

BEST FILES TO SEND

- ✔ Video exports, animations, scene references, gameplay clips, or brand visuals.
- ✔ Voiceovers, music beds, existing sounds, sonic logos, or reference effects.
- ✔ Timing notes, cue sheets, scripts, or frame-specific direction.
- ✔ Any project sessions, stems, or layered audio elements already created.

QUALITY STANDARD

- ✔ All audio and video file types are accepted, including WAV, MP3, MOV, MP4, AAF, OMF, and sessions.
- ✔ Send the highest quality video and audio references available.
- ✔ Avoid compressed screen recordings if a cleaner export exists.
- ✔ Keep sound libraries, stems, and references organized by scene or moment.

HEADROOM GUIDANCE

- ✔ For supplied sounds and stems, -3 dBFS minimum headroom is preferred.
- ✔ Avoid clipping unless the effect needs intentional grit, impact, or distortion.
- ✔ Leave space for dialogue, music, voiceover, or final mix balance.

NOTES TO INCLUDE

- ✔ Describe the emotion, intensity, genre, and world the sound should create.
- ✔ Include exact timestamps where hits, risers, transitions, or impacts should happen.
- ✔ Mention platform delivery needs: social, game, film, stream, ad, website, or live event.

TTST REVIEW NOTE

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BRAND AUDIO

Brand audio turns identity into sound through sonic logos, intros, tags, ads, product sounds, show openings, and recognizable audio signatures.

BEST FILES TO SEND

- ✔ Brand guidelines, logo files, slogans, campaign goals, and visual assets.
- ✔ Reference brands, sonic logos, commercials, and music directions.
- ✔ Voiceover scripts, taglines, product names, and pronunciation notes.
- ✔ Any existing jingles, intros, outros, sound marks, or raw audio ideas.

QUALITY STANDARD

- ✔ All audio, video, image, and document file types are accepted.
- ✔ Send the highest quality brand assets and audio references available.
- ✔ Provide clean voiceover when available or request voiceover production if needed.
- ✔ Avoid low-resolution logo/audio assets when premium versions exist.

HEADROOM GUIDANCE

- ✔ For supplied audio, leave -3 dBFS minimum headroom where possible.
- ✔ Avoid clipped voiceovers, distorted music beds, or over-compressed references.
- ✔ Keep alternate versions separate: short tag, long intro, ad cut, social cut, etc.

NOTES TO INCLUDE

- ✔ Clarify audience, platform, emotional tone, and how the brand should feel.
- ✔ List words that describe the brand: luxury, street, cinematic, clean, energetic, warm, etc.
- ✔ Mention required lengths, aspect use cases, and delivery formats.

TTST REVIEW NOTE

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STREAM / PODCAST / AUDIOBOOK

Spoken-word audio needs clarity, consistency, noise control, pacing, and platform-ready delivery across podcasts, streams, audiobooks, and long-form content.

BEST FILES TO SEND

- ✔ Raw voice recordings, guest audio, music beds, intros, outros, ads, and segments.
- ✔ Show notes, episode outline, timestamps, script, or chapter markers.
- ✔ Reference episodes or streams that match the desired polish.
- ✔ Video files if audio must be synced to camera footage.

QUALITY STANDARD

- ✔ All audio and video file types are accepted, including WAV, MP3, M4A, MOV, MP4, sessions, and project folders.
- ✔ Send the highest quality original recordings before any platform compression.
- ✔ Avoid sending only a downloaded stream if the raw recording exists.
- ✔ Separate each speaker when possible for cleaner editing and balancing.

HEADROOM GUIDANCE

- ✔ Raw voice tracks should avoid clipping and leave -3 dBFS minimum headroom when possible.
- ✔ Do not over-process noise reduction before sending unless the original is also included.
- ✔ Keep music beds and ads separate from dialogue when possible.

NOTES TO INCLUDE

- ✔ Flag sections to remove, clean, tighten, or highlight.
- ✔ List sponsor spots, intro/outro placement, timestamps, and required deliverables.
- ✔ Mention platform needs: YouTube, Spotify, Apple Podcasts, livestream replay, audiobook, or website.

TTST REVIEW NOTE

The cleaner the organization, the faster the review. The highest quality original file is preferred, but all file types are accepted and can be reviewed for the next best step.

FILM POST-PRODUCTION

Film post-production audio needs organized dialogue, music, effects, ambience, timing references, and delivery notes so the sound supports the story.

BEST FILES TO SEND

- ✔ Picture lock or current video cut with visible timecode when available.
- ✔ Dialogue, production audio, lavs, booms, ADR, VO, music, SFX, ambience, and stems.
- ✔ AAF/OMF exports, project sessions, cue sheets, scripts, and edit decision notes.
- ✔ Reference films, trailers, or scenes that match the sound direction.

QUALITY STANDARD

- ✔ All audio, video, AAF, OMF, session, and project file types are accepted.
- ✔ Send the highest quality production audio and video export available.
- ✔ Keep original production files and sync references intact.
- ✔ Avoid sending only heavily compressed social exports if a cleaner edit exists.

HEADROOM GUIDANCE

- ✔ Audio stems and dialogue should avoid clipping and keep -3 dBFS minimum headroom when possible.
- ✔ Leave dynamic range for dialogue, music, effects, and final loudness targets.
- ✔ Do not flatten all audio into one file unless no other export is available.

NOTES TO INCLUDE

- ✔ Include runtime, frame rate, sample rate, delivery platform, and final due date.
- ✔ Flag problem scenes, noisy takes, missing audio, or creative sound moments.
- ✔ Clarify deliverables: stereo mix, stems, M&E, social cut, trailer, TV, web, or festival version.

TTST REVIEW NOTE

The cleaner the organization, the faster the review. The highest quality original file is preferred, but all file types are accepted and can be reviewed for the next best step.

AUDIO CLEANUP / REPAIR

Cleanup and repair focuses on improving damaged, noisy, clipped, uneven, or distracting audio while preserving as much natural quality as possible.

BEST FILES TO SEND

- ✔ Original raw audio before edits, filters, compression, or noise reduction.
- ✔ Problem audio clips, recordings, videos, voice notes, sessions, or references.
- ✔ Clean reference audio if available for matching tone or voice quality.
- ✔ Notes identifying noise, clicks, hum, distortion, room echo, or sections needing attention.

QUALITY STANDARD

- ✔ All audio and video file types are accepted, including phone recordings, MP3, WAV, M4A, MOV, MP4, and sessions.
- ✔ Send the highest quality original source, not only the exported or compressed version.
- ✔ If multiple versions exist, include both raw and edited versions.
- ✔ Avoid stacking extra repair apps before sending unless the original is included too.

HEADROOM GUIDANCE

- ✔ If you can re-export, leave -3 dBFS minimum headroom and avoid normalization.
- ✔ Clipped audio can be reviewed, but unclipped originals give better repair results.
- ✔ Do not boost quiet files into distortion before delivery.

NOTES TO INCLUDE

- ✔ Describe what needs to be fixed and what must remain natural.
- ✔ Mark timestamps for the worst issues and the most important sections.
- ✔ State the final use: legal review, podcast, video, song, interview, livestream, or archive.

TTST REVIEW NOTE

The cleaner the organization, the faster the review. The highest quality original file is preferred, but all file types are accepted and can be reviewed for the next best step.

FINAL DELIVERY CHECKLIST

FOLDER STRUCTURE

- ✓ Main Folder: Artist_ProjectTitle_Service_Date.
- ✓ Subfolders: Audio, Stems, Session, References, Notes, Video, Artwork, Docs.
- ✓ Zip the full folder before sending when multiple files are included.
- ✓ Do not rename files after creating notes unless names stay consistent.

MINIMUM INFO TO INCLUDE

- ✓ Artist/brand name, project title, service requested, deadline, and preferred contact method.
- ✓ Genre/style, BPM, key, references, creative direction, and final platform needs.
- ✓ Any known problems: clipping, noise, missing files, bad takes, sync issues, or timing concerns.
- ✓ What matters most: clarity, loudness, emotion, polish, vibe, speed, or correction.

QUALITY REMINDER

- ✓ All audio file types are accepted, but the highest quality source is always encouraged.
- ✓ Use original recordings and session exports where possible, not extra-compressed copies.
- ✓ Leave -3 dBFS minimum headroom when exporting mixes, stems, bounces, and tracks.
- ✓ Avoid clipping, normalization, and unnecessary master limiting.

AFTER SUBMISSION

- ✓ TTST reviews the request and confirms the scope, next steps, and delivery process.
- ✓ Large files and sensitive assets can be handled through secure follow-up after review.
- ✓ Keep backups of your original files, sessions, and project folders.
- ✓ Track progress, messages, and milestones where available after the request is accepted.

READY FOR SHOWTIME-LEVEL AUDIO

Submit clean, organized files and let TTST guide the sound from raw material to polished delivery.