

RECORDING SESSION CHECKLIST

Use this checklist before traveling to the studio. TTST sessions are built for prepared clients, clean creative direction, professional capture, and a safe recording environment.

BEFORE YOU TRAVEL

- ☐ Send instrumentals, scripts, references, or project files to TTST at least 2 hours before your session so setup can be reviewed before you travel to the studio.
- ☐ Confirm the exact files, versions, or references TTST should use during the session.
- ☐ Make sure files are clearly labeled by project, song, chapter, episode, scene, or client name.
- ☐ Zip large folders when sending multiple files, stems, scripts, or session assets.

BRING DIRECTION

- ☐ Bring lyrics, notes, scripts, talking points, references, pronunciation notes, or creative direction.
- ☐ Know your session goals before arriving so the time can be used efficiently.
- ☐ Warm up your voice, review your material, and arrive ready to perform with focus.
- ☐ Bring water and approved personal items needed to stay comfortable and productive.

HELPFUL PREP BY SESSION TYPE

MUSIC: lyrics, instrumental, BPM/key, references, ad-lib ideas, hooks, and vocal direction.

VOICEOVER / BRAND AUDIO: script, pronunciation notes, tone references, timing needs, and usage context.

AUDIOBOOK: chapter text, character notes, pacing references, pickups, and pronunciation guidance.

PODCAST / STREAM: episode outline, intro/outro files, guest info, talking points, and segment order.

SESSION FLOW REMINDER

Recording captures the performance. After the session, add Mixing, Mastering, Vocal Tuning, Beat Production, or other post-recording services when you want the final release-ready sound.

STUDIO SAFETY & POLICY

TTST recording sessions are creative, but they are also professional studio appointments. The following policies help protect the client, the engineer, the studio environment, and the quality of the work.

STUDIO SAFETY RULES

- ☐ No smoking or drinking is allowed during the session.
- ☐ No weapons are allowed inside the studio.
- ☐ For client safety, all sessions include off-duty police surveillance.
- ☐ Respect the session time, studio space, equipment, staff, and creative workflow.

INTOXICATION / NON-REFUNDABLE DISCLAIMER

If a client is too intoxicated to work professionally, TTST reserves the right to end the session, and the session will be deemed non-refundable.

CLIENT ACKNOWLEDGEMENT

- ☐ I sent required files, scripts, references, or project assets at least 2 hours before the session when available.
- ☐ I understand TTST may need file review time before I travel to the studio.
- ☐ I understand the studio safety and professional policy listed above.
- ☐ I understand the intoxication policy and non-refundable session condition.

Client Name: _____

Session Date: _____

Signature: _____