

Session Form Checklist and Guidelines

This document includes:

1. A Session Form for you to fill out and send along with your files.
2. A Final Checklist to go through before sending your files.
3. The Guidelines for preparing your songs.

Please contact us at 212 319-6161 for mailing info.

Session Form

(send with files)

Song Title: _____

Contact Name: _____

Contact Phone: _____

Address:

Workstation/Recorder used to create tracks: _____

Sample Rate of project: 44.1 48 88.2 96 176.4 192

Bit rate: 16 24

File type: WAV AIFF SDII ADAT tape

Media type sent: CD DVD DDS tape Ecirix VXA tape Hard Drive

ADAT tape (number of tapes/media _____)

Are files time stamped? _____ Tempo of song (if using click): _____

SMPTE offsets (if using ADAT): _____

Total number of tracks: _____

Description of desired overall sound for mix. List similar commercial releases or styles if applicable:

Specific Track Notes. If you have specific ideas for how certain tracks should sound, write that here. For example, do you want the vocal to have a dry in-your-face sound or to have lots of reverb and echo? The more info you provide the better; that's what the back of the sheet is for!

Final Checklist

- ___ Make Backup of Project (not sending the only copy in the mail).
- ___ Label EVERYTHING your are sending (your name, song title)
- ___ Each track contains a single continuous audio file
- ___ Each track begins on the same bar/SMPTE location or is time stamped.
- ___ The tracks are “dry” (no eq, compression etc).
- ___ All MIDI tracks are recorded as individual audio tracks.
- ___ All tracks are named
- ___ Include a CD or Tape of your own mix of this song.
- ___ Enclose the Submission Form with the files.
- ___ Optional: include a marker list.

File types: WAV, AIFF, SDII, ADAT.

Sample Rates: 44.1k, 48k, 88.2k, 96k, 176.4k (24 tracks max), 192k (24 tracks max)

Please send your files on one of these media types: CD, DVD, DDS tape, Ecrix VXA tape, Firewire hard drive, SCSI hard drive, ADAT tape (16 and 20 bit).

Contact us for mailing info:

Majestic Music: 212 319-6161

info@majesticmusic.com

Guidelines For Preparing Your Files

It is essential that you prepare your songs according to these guidelines so that we can properly import them into our digital system.

GOLDEN RULE:

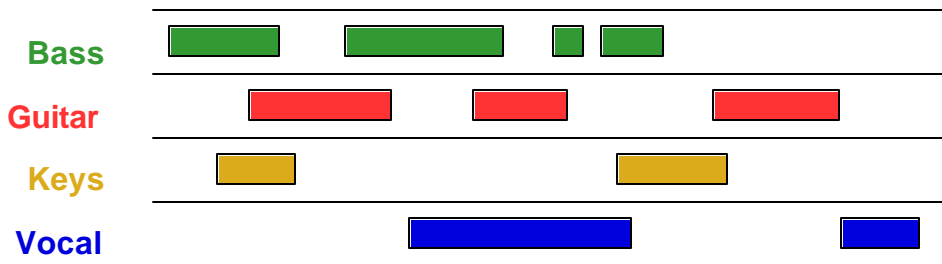
Make backups!! DO NOT send your only copies of the files.

Files can be lost or damaged in the mail. ADAT tapes can develop dropouts. Don't risk it!

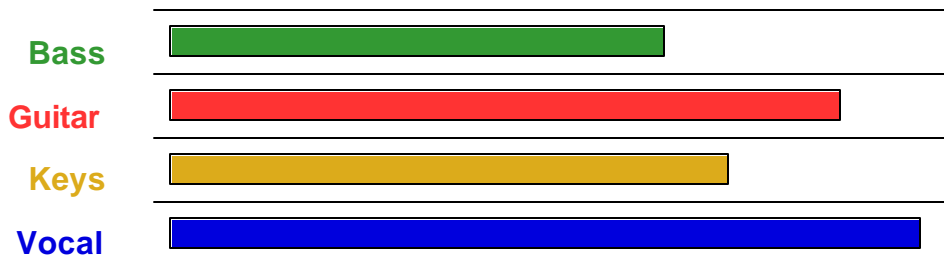
Guideline #1

Each track must contain ONE continuous audio file. All tracks must start on the same bar or SMPTE location.

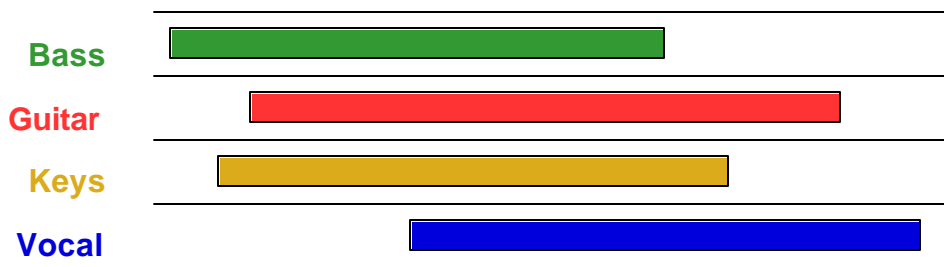
So this:



Must look like this:



Some workstations support time stamping. In this case, you still need to merge all the audio segments of each track into a single audio file, but the audio files do not have to start at the same bar. So your tracks will look like this:



We provide step by step instructions for merging and preparing your files for many individual digital workstations, hard disk recorders and software sequencers and ADAT's. This is contained in the downloadable document [INSTRUCTIONS FOR INDIVIDUAL GEAR](#) at the end of this page.

Guideline #2

We want your raw unprocessed tracks. When preparing your files please disable (or bypass) any EQ, Compression, Reverb, Delay etc. on the individual audio tracks.

Exception: If one of your tracks uses plugins that are very unique and essential to that sound -and that's exactly the way you want it - print it that way. Remember, we have very high quality digital and analog effects so only print a track with your effects if it is completely unique and difficult to recreate.

Guideline #3

DOCUMENTATION

We provide a Session Form and Final Checklist to help you, and us, make sure everything is in order for your mix. These are both contained in this document.

Guideline #4

If you have accompanying MIDI tracks (known as Virtual MIDI tracks) or drum machines that trigger sounds along with the song, they need to be converted to audio files. For a detailed description, please download the document [CREATING AUDIO FROM MIDI](#) at the end of this page.

Guideline #5

Clean up and edit your tracks:

Comp your tracks. If you have recorded 7 lead vocal takes, please combine these takes into a single final track.

In general, the performance on each track should be the way you want it in the mix. If there is a section you don't want in the song (someone talking before the vocal take or a bass player noodling around after the end of his part), edit it out before creating the single file for that track.

Guideline #6

Please send your files on one of these media types: CD, DVD, DDS tape, Ecirix VXA tape, Firewire hard drive, SCSI hard drive, ADAT tape (16 and 20 bit).

Accepted file types: WAV, AIFF, SDII, ADAT.

Accepted sample rates: 44.1, 48, 88.2, 96, 176.4 (24 tracks max), 192khz (24 tracks max)