

Pre-Engineering Checklist

This is a checklist to provide before a band comes in to record

- Are you fully rehearsed?
 - For example, the vocalist should ensure that all potential mistakes in the vocal tracks are corrected before recording. Or the lead guitarist can perfectly play the solo from start to finish
- Are the arrangements finalized?
 - You can make a great song **AWESOME** with a killer arrangement. So spend some time deciding if there are things about the song that could be changed to make it have even MORE impact
- Have you settled any sound recording copyright issues in advance?
- Are all instruments and accessories ready?
 - Guitarist checking the battery status of their gear; or bring extra batteries in addition to the power adapters in case of accidental malfunction
 - Vocalist and backup vocalist printing the lyric sheets in advance
 - Drummers making sure their drum sticks work or in good condition
 - Check for serious tuning problems in case of guitar strings and replacing faulty strings days before actual recording
- Is the tempo of every song confirmed?
 - One of the biggest time-wasters in the studio is recording at the wrong tempo. That's why you should take time to identify the best tempo for the song. Once you start recording, you can't go back and change the tempo
- Are song demos uploaded?
 - For the producer - As you listen to the song, ask yourself a few questions. Does it need to be faster or slower? What instrumentation do you hear in your head? Does the arrangement need to change? Do the transitions work? How about the chord structure? Let your imagination run with it for a few days
- New drum skins fitted (if required)
- Spare set of sticks
- Organize a second snare drum for tuning options
- Organize a second set of cymbals for options
- Are the guitars setup and restrung?
- Is the bass setup and restrung if required?
- Do you have a spare set of strings for any guitars?
- Print out the lyrics (3 copies)
 - write up the lyric sheets for your songs, including chord changes
- Are the backing vocals parts written in advance and rehearsed?
- Have you organised the production budget and payment schedule?
- Have you prepared a complete list of credits in the recording project?

<https://www.audiorecording.me/music-production-credits-in-recording-essential-documentation.html>

Below is how you are going to fill up the details:

- Date started– the date that the recording started
- Song title– the official title of the song. If the song is copyrighted, use the title registered
- Music publisher/writers– who wrote the song as well as the publishers. Sometimes artist and producers rush to the studios without giving proper credits to the songwriters and publishers. This can result to a legal issue particularly if the labels/artist/producers did not make an agreement with the publisher to use the song. Bear in mind that if you did not write the song, you have to ask permission before you can use it whether it's for non-commercial or commercial reasons
- Original/Cover – if the artist wrote the song, it is their original work. Otherwise its cover; the record producer should know this so that proper licensing procedures are implemented. Recording studio engineers should discourage recording of cover songs without proper authorization or license
- Artist– the name of the artist or band
- Album- if you are recording an album project, write the album name
- Label– the name of the label, if the project doesn't have label, use the owner of the sound recording copyright (in this case the artist if they are the one financial the entire sessions)
- Producers – the one who is responsible for approving and disapproving the recording take. Sometimes the label hires producers or it can just be the artist themselves
- Studio – name of the recording studio
- Engineers – the name of the recording engineer in-charge; including the assistant if applicable
- Operating system– the OS used by the computer to record the tracks
- DAW– the recording software used e.g. Reaper, Pro tools, Cubase, etc.
- Bit depth– e.g. 24-bits, 32-bit float. Never use 16-bit when tracking
- Sample rate– e.g. 44.1 KHz, 48 KHz, 96 KHz, 192 KHz. Never use less than 44.1 KHz
- Audio Interface – the analog to digital hardware interface used, e.g. Focusrite Saffire Pro 40 or DigiDesign Mbox.

Track Details:

Track#	Track name	Date	Start time	Finish time	Performing Musician(full name with signature)	Filename

- Get a copy of all track recordings in highest resolution (usually 24bit 44.1KHz - don't ask for a CD; this is 16 bit quality)

<https://www.audiorecording.me/best-sample-rate-and-audio-bit-depth-for-recording-projects.html>