



## How to Deliver your Session Files

There are a few steps you need to take to clean up your session before sending it off to us.

You should include a text document with each project/session to keep all relevant documentation for our engineers.

The *Project Info* document should be a plain text document with the ".txt" extension and it should be labeled with the same name as the project/session it is referencing followed by the suffix "-INFO" (e.g. "Project/Session Name-INFO.txt"). Keep the *Project Info* document in the same project/session folder as the project/session file it is referencing.

If there is any comment you believe will be helpful, please make a note of it in the *Project Info* document.

1. You'll need to hide all muted, inactive, midi or any other track that you did not intend to play in the final mix.
2. Set up the files as clearly as you can by making sure the tracks are clearly labeled.
3. If you do have midi tracks, you must record the midi sounds to an audio track.
4. If you have special effects that are part of your audio track, bounce the track to a new channel with the effect included and leave the "dry" track in the session.
  - PLEASE NOTE: We will not be able to take off any processing or effects you have applied to an audio track. We prefer to do the effects or processing for you within the mix.
5. Make sure to double check all edit points throughout your song and make sure there are not any noticeable clicks or clips that would make your edit obvious in the final mix.

6. Remove all plug-ins and automation you may have applied to your song within your own session. This will ensure that all of the files will transfer over to us correctly, and we'll use our own plug-ins and automation techniques in our mix.
7. When you have all your tracks lined up and ready to send to mixing, it's important to listen to your project from start to finish. Double check for errors in your song before consolidating your tracks.
8. Then consolidate all the tracks.

Now you should see all your tracks from the same starting point in your project from beginning to end.

## Preparing Your Files for Mixing Services

*These are projects/sessions being prepared for mixing.*

### The Basics

- There should be only one Mix project/session for each mix.
- The Mix project/session should be labeled "Song Title-MIX".
- Use comments section (if applicable) for notes to mixer.
- Make sure tempo map is in conductor track (if appropriate for musical style).
- Make sure there are timeline markers of the song's arrangement.
- Make sure key and modulations are in the Key Signature ruler (if applicable), and in the *Project Info* document.
- Note in track label or comments (if applicable) if a track (or a copy for effect) is intentionally offset in the timeline.
- Print a "Final Rough Mix" with song title and date on a pair of tracks at the top of the project/session.

### Plug-Ins

- All essential (i.e. special effect) plug-ins should be printed to another track.
- You may leave clearly labeled unprocessed versions of the above printed tracks.
- Remove all plug-ins from the session. The mixing engineer will take your "Final Rough Mix" as reference.

### Automation

- If volume automation is used to fade-in or fade-out of regions, it is best to replace it with created audio fade-ins and fade-outs.

- Use mute audio segment functionality of DAW (if applicable), instead of muting with automation, to mute audio elements.
- Leave only any specific automation you want the mixer to use (e.g. BG vocal blends, panning automation) and label clearly in comments (if applicable).

### Make Sure You Have These Elements

- Every track is in project/session that is supposed to be.
- All parts are on each track that are supposed to be.
- All files (copied and pasted parts or sections) have been completed.
- All comps (composite tracks) are completed and clearly labeled.
- The correct lead vocal or lead melody instrument is there and VERY clearly labeled.
- All tuned tracks have been printed to another track and are clearly labeled as tuned.
- If the lead vocal or instrument is tuned, we recommend leaving a clearly labeled un-tuned version on another track.
- Optionally, you may leave clearly label un-tuned versions of other tuned tracks.

### Cleaning Up

- Delete loud noises and other extraneous elements you don't want in the mix.
- Repair all clicks and pops at edit and punch points with automatic audio segment fade in/out function turned off (if applicable), and put in fades if necessary.
- Render tracks into contiguous audio files starting from the beginning of the project/session when you're *completely* finished editing them.
- Delete all tracks not needed for the mix.
- Delete all edit lists not needed for mix (if applicable).
- Remove all unused audio files before final save of project/session (if applicable).

### Organization

- Arrange tracks in logical order (drums, bass, guitars, keys, vocals).
- Keep internally bussed submix returns (e.g. BG Vocals) adjacent to source tracks (if applicable).
- Leave optional tracks showing, but deactivated or disabled and clearly labeled in comments (if applicable).
- Place blank track labeled "---UNUSED---" between mix tracks and unused tracks.
- Keep all tracks to be mixed showing and above/to left of "---UNUSED---" marker (if applicable).

- Deactivate or disable, mute, hide and move below/to right of “---UNUSED--” marker remaining unused tracks being left for reference (if applicable).
- Leave comments showing for mixer to see when opening project/session (if applicable).

### Routing Outputs

- Route all tracks and submixes to Outputs 1-2.

### Project Info Document

*The Project Info document is a text document we suggest you include with your projects/sessions to keep all relevant documentation for our engineers.*• Use the *Project Info* document to keep all information about your project/ session for future users.

- The *Project Info* document should be a plain text document with the “.txt” extension.
- The *Project Info* document should be labeled with the same name as the project/session it is referencing followed by the suffix "-INFO" (e.g. "Project/ Session Name-INFO.txt").
- Always keep the *Project Info* document in the same project/session folder as the project/session file it is referencing.
- Only have a single *Project Info* document for each project/session.
- Include the name and contact information in the *Project Info* document.
- And remember, you can never have too much documentation. If there is anything you believe may be helpful to yourself or any of our engineers who may open this project/session, please make a note of it in the *Project Info* document.

If you have any questions, you can contact us at:

*info@beaconhillrecordingstudios.com* or call us at (915) 239-0391.

We would be more than happy to answer any questions you may have. We look forward to mixing your songs.