

LIVE SESSION - IN-HAND CHECKLIST

Keep this sheet beside the console. Work top to bottom; the hollow boxes are meant for pen, pencil or dry-erase.

1 - BEFORE THE ARTIST ARRIVES

☐ Session created / named correctly	☐ Recording drive has enough free space
☐ Interface / converters / console powered and passing signal	☐ DAW sample rate / bit depth confirmed
☐ Cameras charged / powered / storage checked	☐ Camera frame rate / resolution / white balance set
☐ Lights powered and positioned	☐ Headphone system tested at every position
☐ Talkback / communication method working	☐ Spare XLRs, instrument cables, batteries and adapters nearby
☐ Room noise checked - HVAC, fans, buzzes, rattles	☐ Water / basic artist area ready

2 - ARTIST SETUP + LINE CHECK

☐ Confirm lineup / instruments / last-minute changes	☐ Confirm song list and approximate order
☐ Label / verify every input	☐ Set mic placement before reaching for EQ
☐ Phantom power only where required	☐ Set preamp gain with real performance level
☐ Check polarity / phase on multi-mic sources	☐ Verify every DAW track receives the intended input
☐ Name tracks before recording	☐ Build headphone mixes
☐ Ask each performer what they need in headphones	☐ Listen for cable noise, hum, buzz, crackle or bad connectors

3 - SOUNDCHECK - DO NOT SKIP

☐ Record an actual soundcheck pass	☐ Play soundcheck back through monitors
☐ Check kick / bass relationship	☐ Check snare top / bottom polarity
☐ Check overheads / rooms in mono	☐ Listen for clipping at console, interface and DAW
☐ Listen for bleed that will become a problem later	☐ Check vocal plosives / sibilance / mic technique
☐ Confirm headphone mixes after playback changes	☐ Check all cameras are actually recording usable pictures
☐ Check framing for every performer	☐ Make one final room-noise check

4 - BEFORE EVERY TAKE

☐ RECORD enabled on all required audio tracks	☐ CAMERAS rolling
☐ Confirm song / take number out loud	☐ Quick visual scan of meters
☐ Artist ready / headphones good	☐ Room quiet / phones silenced / doors handled

SESSION NOTES / PROBLEMS TO REMEMBER

LIVE SESSION - SESSION INFORMATION

One page for the information you will actually want later when the room is empty and every file is named Take_03_FINAL_REAL.wav.

ARTIST / PROJECT:		DATE:	
PRIMARY CONTACT:		PHONE / EMAIL:	
SESSION ENGINEER:		VIDEO / CREW:	
GENRE / GENERAL VIBE:		EXPECTED RELEASE / USE:	

ARTIST / LINEUP

Name	Instrument / Role	Notes

SONG / TAKE INFORMATION

#	Song / Track	Key	BPM	Best Take	Notes / Fixes / Keepers
1					
2					
3					
4					
5					
6					
7					
8					

SESSION-SPECIFIC NOTES

LIVE SESSION - WRAP + HANDOFF

The session is not finished when the last note stops. Make sure you can actually find, open and finish the thing tomorrow.

BEFORE THE ARTIST LEAVES

■ Confirm which takes / performances were keepers	■ Confirm song titles and spelling
■ Confirm artist / member names and spelling	■ Confirm any credits that need to be remembered
■ Ask about obvious edits / pickups / concerns	■ Confirm whether anything needs to be re-recorded now
■ Confirm delivery expectations / intended release use	■ Collect any borrowed studio gear / adapters / headphones

DATA - DO THIS BEFORE TEARING EVERYTHING DOWN

■ Save session	■ Verify audio files exist and are not just empty regions
■ Stop / save camera recordings	■ Spot-check at least one audio file
■ Spot-check each camera file	■ Copy session to backup location
■ Copy / begin copying camera media	■ Confirm backup opens / files are visible

POST-SESSION HANDOFF

Best takes / songs to prioritize:	
Known edits / punch-ins / problems:	
Mix direction / references mentioned:	
Video notes / standout moments:	
Anything promised to artist:	
Follow-up needed:	

FINAL CHECK

■ Session saved in the correct project folder	■ At least TWO copies of irreplaceable session data exist
■ Loose notes / phone notes transferred here	■ Room reset enough that Future Me will not hate Present Me