Documentation is a critical part of any recording project. Following, in PDF format, are examples of various kinds of documentation sheets for recording, mixing, and transfer sessions as well as a suggested media ID label. We hope you will find these tools useful to help provide the important information that should accompany your project from start to finish.

Recording Map

Date Created: _____

General

Label: _____

Project Number: _____

Artist: _____

Producers: _____

Production Assistants: _____

Engineers: _____
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Assistant Engineers: _____
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Studios: _____
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Song Title: _____

Start Time: _____

General Notes:

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<u>Tracking</u>

Artist: _____
Song Title: _____

Recording Date: _____
Studio: _____
Engineers: _____
Assistant Engineers: _____

Original Tracking Format: _____

<u>Analog Machine Information:</u>	**<u>Digital Machine Information:</u>**
Analog Tape Machine: _____	**Digital Machine:** _____
Tracks: ____ **Tape Speed:** _____	**Tracks:** ____ **Tape Speed:** _____
Tones: ____ **Fluxivity:** _____	**Bit Depth:** _____ **Sample Rate:** _____
Overbias: _____ **Total Machines Used:** ___	**Bit Split?** _____ **Total Machines Used:** ___
SMPTE Rate: _____ **Track:** ___	**SMPTE Rate:** _____ **Track:** ___
Sync Source: _____	**Sync Source:** _____
Noise Reduction Used: _____	**Media Manufacturer:** _____
Tape Manufacturer: _____	**A/D Conversion:** _____
Notes: _____	**Reference Level:** _____
_____	**Notes:** _____

<u>Digital Audio Workstation (DAW) Information:</u>

DAW Program: _____   **Host Computer:** _____   **DAW Software Version:** _____
Sample Rate: _____   **Bit Depth:** _____   **Sync Source:** _____
Host Computer Operating System: _____   **Saved File Format:** _____
A/D Conversion: _____   **Reference Level:** _____
Hard Disk: _____   **Notes:** _____

General Tracking Notes:

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Overdubs

Artist: _____

Song Title: _____

Date: _____   Overdub:____

Studio: _____

Engineer: _____   Assistant: _____

Analog Machine Information:	**Digital Machine Information:**

Analog Machine Information:

Analog Tape Machine: _____

Tracks: ____   Tape Speed: _____

Tones: ____   Fluxivity: _____

Overbias: _____   Total Machines Used: ____

SMPTE Rate: _____   Track: ____

Sync Source: _____

Noise Reduction Used: _____

Tape Manufacturer: _____

Notes: _____

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Digital Machine Information:

Digital Machine: _____

Tracks: ____   Tape Speed: _____

Bit Depth: _____   Sample Rate: _____

Bit Split? _____   Total Machines Used: ____

SMPTE Rate: _____   Track: ____

Sync Source: _____

Media Manufacturer: _____

A/D Conversion: _____

Reference Level: _____

Notes: _____

Digital Audio Workstation (DAW) Information:

DAW Program: _____   Host Computer: _____   DAW Software Version: ____

Sample Rate: _____   Bit Depth: _____   Sync Source: _____

Host Computer Operating System: _____   Saved File Format: _____

A/D Conversion: _____   Reference Level: _____

Hard Disk: _____   Notes: _____

General Overdub Notes:

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Mixing

Artist: _____
Song Title: _____

Mix Date: _____
Studio: _____
Monitoring: _____   Mono   Stereo   Surround
Engineer: _____
Assistant Engineer: _____
Console: _____
Console Automation: _____
Console Automation Backup Format: _____

Mix Bus Signal Path:
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Final Mix Source: _____
D/A Conversion: _____
Mix Recorder: _____

Mix Analog Machine Information:	Mix Digital Machine Information:
Analog Tape Machine: _____	**Digital Machine:** _____
Tracks: ____ **Tape Speed:** _____	**Tracks:** ____ **Tape Speed:** _____
Tones: ____ **Fluxivity:** _____	**Bit Depth:** _____ **Sample Rate:** _____
Overbias: _____ **Total Machines Used:** ___	**Bit Split?** _____ **Total Machines Used:** ___
SMPTE Rate: _____ **Track:** ___	**SMPTE Rate:** _____ **Track:** ___
Sync Source: _____	**Sync Source:** _____
Noise Reduction Used: _____	**Media Manufacturer:** _____
Tape Manufacturer: _____	**A/D Conversion:** _____
Notes: _____	**Reference Level:** _____
_____	**Notes:** _____

Mix Digital Audio Workstation (DAW) Information:

DAW Program: _____ **Host Computer:** _____ **DAW Software Version:** _____
Sample Rate: _____ **Bit Depth:** _____ **Sync Source:** _____
Host Computer Operating System: _____ **Saved File Format:** _____
A/D Conversion: _____ **Reference Level:** _____
Hard Disk: _____ **Notes:** _____

General Mixing Notes:
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Transfers

Artist: _____

Song Title: _____

Transfer Date: _____ Transfer: ____

Location/Studio: _____

Engineer: _____ Assistant: _____

☐ Transfer Source ☐ Transfer Destination | ☐ Transfer Source ☐ Transfer Destination

Analog Tape Machine: _____
Tracks: ____ **Tape Speed:** _____
Tones: ____ **Fluxivity:** _____
Overbias: _____ **Total Machines Used:** ____
SMPTE Rate: _____ **Track:** ____
Sync Source: _____
Noise Reduction Used: _____
Tape Manufacturer: _____
Notes: _____
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Digital Machine: _____
Tracks: ____ **Tape Speed:** _____
Bit Depth: _____ **Sample Rate:** _____
Bit Split? _____ **Total Machines Used:** ____
SMPTE Rate: _____ **Track:** ____
Sync Source: _____
Media Manufacturer: _____
Conversion: _____
Reference Level: _____
Notes: _____

☐ Transfer Source ☐ Transfer Destination

DAW Program: _____ **Host Computer:** _____ **DAW Software Version:** _____
Sample Rate: _____ **Bit Depth:** _____ **Sync Source:** _____
Host Computer Operating System: _____ **Saved File Format:** _____
Conversion: _____ **Reference Level:** _____
Hard Disk: _____ **Notes:** _____

General Transfer Notes:

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Track Sheet

Bit Length: _____
Sample Rate: _____

Artist: _____
Song Title: _____

Start Time:
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No.	Track Name	Performer	Comments
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AES/NARAS Media ID Label

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_____ Notes

Version	Name	Version	Name

Plug Ins/Peripherals Used

Artist	Project#	Disk_____of_____
Project/Song		Date
Label	Contact:	Phone: ( )
Producer	Phone: ( )	
Studio/Contact	Phone: ( )	
Engineer	Phone: ( )	
Asst. Engineer	Phone: ( )	

Physical Format:

Bit Depth
- ☐ 16
- ☐ 24   Other_____

Sample Rate
- ☐ 44.1 ☐ 88.2 ☐ 176.4 ☐ 356
- ☐ 48 ☐ 96 ☐ 192 ☐ 384

File Format
- ☐ AIFF ☐ QT ☐ BWF ☐ WAV
- ☐ SDII ☐ AES 31   Other_____

CD Data Format
- ☐ Redbook ☐ Masterlink
- ☐ Yellowbook ☐ ISO 9660
- Other_____

Time Code Format
- ☐ 24 ☐ 29.97 NDF ☐ 30 ☐ SMPTE
- ☐ 25 ☐ 29.97 DF ☐ ☐ MTC

Sync Reference (or master)

- ☐ Master
- ☐ Dig (Clone) Copy
- ☐ Analog Copy
- ☐ Work Tracks/Files

DAW Platform
- ☐ Mac
- ☐ PC

O/S _____

Software
- ☐ DP ☐ Nue ☐ Sadie ☐ Logic
- ☐ PT ☐ TDM ☐ LE ☐ HD

Software version_____   Other_____

Songs/Files