

Home Studio Session Workflow & Organization Sheet

Studio Information

Studio Name: _____

Primary DAW: _____

Computer System: _____

Audio Interface: _____

Monitoring System: _____

Primary Backup Drive: _____

Session Information

Artist / Project Name: _____

Song / Session Title: _____

Session Date: _____

Engineer / Operator: _____

Session BPM: _____

Sample Rate / Bit Depth: _____

Pre-Session Preparation Checklist

Before recording begins:

- Session template loaded
- Tracks labeled correctly
- Folder structure created

- BPM verified
- Sample rate verified
- Routing checked
- Input levels tested
- Headphone mix checked
- Microphones tested
- Instruments tuned
- Lyrics/charts prepared
- Cables checked
- Click track prepared if needed
- Backup drive connected
- Phone notifications silenced
- Session goals defined

Session Goals

Primary Recording Objectives

Secondary Tasks

Signal Chain Documentation

Source	Microphone / DI	Preamp / Interface	Processing Notes
Vocal			
Guitar			
Bass			
Drums			
Keys			

DAW Session Organization

Track Naming Standard

Color Coding System

Bus Routing Structure

Export Naming Convention

Example:

Artist_Song_Mix03_2026-05-12.wav

Project Naming Structure:

Recording Progress Tracker

Production Stage	Completed
Songwriting	<input type="checkbox"/>
Demo Recording	<input type="checkbox"/>
Tracking	<input type="checkbox"/>
Editing	<input type="checkbox"/>
Comping	<input type="checkbox"/>
Vocal Tuning	<input type="checkbox"/>
Mixing	<input type="checkbox"/>
Mastering	<input type="checkbox"/>
Exporting	<input type="checkbox"/>

Archiving	<input type="checkbox"/>
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Plugin & Processing Notes

Main Plugin Chains Used

CPU / Stability Notes

Translation Testing Checklist

Playback System	Checked
Studio Monitors	<input type="checkbox"/>
Headphones	<input type="checkbox"/>
Earbuds	<input type="checkbox"/>
Car Stereo	<input type="checkbox"/>
Bluetooth Speaker	<input type="checkbox"/>
Phone Speaker	<input type="checkbox"/>
Low Volume Playback	<input type="checkbox"/>
High Volume Playback	<input type="checkbox"/>

Translation Notes

Playback System	Observations

Project Deadline Planning

Task	Deadline	Completed
Tracking Completion		<input type="checkbox"/>
Editing Completion		<input type="checkbox"/>
Mix Approval		<input type="checkbox"/>
Master Approval		<input type="checkbox"/>
Export Delivery		<input type="checkbox"/>
Archive Completion		<input type="checkbox"/>

Revision Limits

Maximum Mix Revisions Allowed

Final Approval Authority

Backup Verification

Backup Location	Verified	Date
Working Drive	<input type="checkbox"/>	
Local Backup	<input type="checkbox"/>	
Cloud Backup	<input type="checkbox"/>	
Archive Drive	<input type="checkbox"/>	

Session Shutdown Checklist

Before closing the session:

- Incremental save created
- Rough mix exported
- New files organized
- Session notes updated
- Backup completed
- External drives safely disconnected
- Equipment powered down properly
- Project folder verified

Session Notes