

Recording Session File Management Template

Project Information

Artist / Band Name: _____

Project Title: _____

Producer: _____

Engineer: _____

Studio / Recording Location: _____

Project Start Date: _____

Target Completion Date: _____

Master Folder Structure

Main Project Folder Name

Recommended Folder Layout

- RAW AUDIO
- SESSION FILES
- EDITS
- MIXES
- MASTERS
- STEMS
- MIDI FILES
- ARTWORK
- VIDEO FILES
- DOCUMENTS
- CONTRACTS

- METADATA
- BACKUPS
- ARCHIVE

Naming Convention Setup

Artist Naming Format

Song Naming Format

Date Format

- YYYY-MM-DD
- MM-DD-YYYY
- Other: _____

Mix Naming Structure

Example:
 Artist_SongTitle_Mix03_2026-05-12.wav

Project Naming Standard:

Song Session Tracking

Song Title	BP M	Key	Sample Rate	Session File Name

Recording Session Notes

Son g	Note s

Equipment & Signal Chain Documentation

Microphones Used

Preamps / Interfaces

Plugin Chains / Processing Notes

Instrument Tunings

Mix Revision Log

Mix Version	Dat e	Enginee r	Revision Notes	Approve d
				<input type="checkbox"/>
				<input type="checkbox"/>

				<input type="checkbox"/>
				<input type="checkbox"/>

File Transfer Checklist

Before sending files:

- All audio consolidated
- Missing files checked
- Session opens correctly
- Sample rate verified
- Bit depth verified
- Plugins rendered if necessary
- Stems exported properly
- Tempo maps included
- Reference mixes included
- File naming verified
- Upload tested after transfer

Backup Tracking

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

Archive Preparation Checklist

Before project completion:

- Final approved masters exported
- Instrumental versions exported
- Acapella versions exported

- Stems archived
- Alternate mixes archived
- Artwork finalized
- Metadata embedded
- Licensing documentation saved
- Session notes included
- Backup copies verified

Long-Term Storage Information

Archive Drive Location

Cloud Storage Location

Additional Recovery Information