

WORKING MUSICIANS ALLIANCE

Studio Session Log Sheet

PROJECT INFORMATION

Artist / Band / Project Name:

Recording Project / Album:

Producer:

Engineer:

Studio / Recording Location:

SESSION INFORMATION

Session Date:

Session Start Time:

Session End Time:

Session Type:

Tracking

- Overdubs
- Vocal Recording
- Editing
- Mixing
- Mastering Prep
- Production Meeting
- Revision Session
- Other:

SONGS WORKED ON

Song Title	Work Completed	Status
_____	_____	<input type="checkbox"/> In Progress <input type="checkbox"/> Completed
_____	_____	<input type="checkbox"/> In Progress <input type="checkbox"/> Completed
_____	_____	<input type="checkbox"/> In Progress <input type="checkbox"/> Completed
_____	_____	<input type="checkbox"/> In Progress <input type="checkbox"/> Completed

SESSION PARTICIPANTS

Name	Role	Present For Entire Session?
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No

_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
-	-	

FILES CREATED / UPDATED

File Name / Folder	Description	Backup Completed?
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
-	-	
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
-	-	
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
-	-	
_____	_____	<input type="checkbox"/> Yes <input type="checkbox"/> No
-	-	

MIX & REVISION NOTES

Mix Versions Created:

Revisions Requested:

Approved Changes:

Pending Changes:

PERFORMANCE NOTES

Preferred Takes:

Retakes Needed:

Editing Notes:

PRODUCER / ENGINEER NOTES

EXPORT STATUS

- Rough Mix Exported
- Reference MP3 Exported
- High-Resolution WAV Exported
- Instrumental Exported
- Acapella Exported
- Stem Exports Prepared
- Mastering Prep Files Prepared
- Session Backup Completed

FILE STORAGE INFORMATION

Primary Storage Location:

Backup Drive / Cloud Location:

Session Folder Verified?

Yes

No

Shared With Artist / Team?

Yes

No

CREDIT & CONTRIBUTOR NOTES

New Contributors Added This Session?

Yes

No

Credits Updated?

Yes

No

Songwriting Contribution Discussion Needed?

Yes

No

Additional Credit Notes:

NEXT SESSION PREPARATION

Tasks Before Next Session:

Files Needed:

Scheduling Notes:

FINAL SESSION REVIEW

- Session properly archived
- Mix versions labeled clearly
- Approved files separated from working files
- Backup completed successfully
- Revision notes documented
- Contributors tracked properly
- Pending tasks identified
- Team communication updated

ADDITIONAL NOTES