

## **Checklist – Delivery of audio-files to VT audio-production**

date: 2021-07-13

In order to guarantee a smooth production process and the best possible quality, it is necessary to transmit the following data and information to us:

### **1. Audio-files of the project or finished mix - Upload on our Website**

- In the case of single tracks for a mix: Check whether all software instruments or outboard hardware have been printed as audio files.
- Check of audio-formats: WAV/AIFF, Sample-Rate acc. to mix-project: 44.1kHz – 384kHz, Bit-depth: 24-Bit / 32-Bit float / 64-Bit float
- Unambiguous file naming of the audio tracks - e.g. :  
Track-number\_songtitle\_audio-format\_project-name\_version
- Tested audio level. When playing the title / individual tracks, the level does not exceed 0dBFS, no clipping / distortion
- Checked for clicks, background noises, hum, etc.
- Checked for missing files / single tracks
- Review of the beginning and end
  - For Mixing: All single tracks have exactly the same length
  - For Mastering: Nothing was cut off after Bounce

### **2. Additional information:**

- Track-number and Songtitle per Song
- Artist name per title
- ISRC per title
- Album Title
- Artist- / Bandname of the album
- EAN-Code of the album

### **3. Official billing address**

### **4. Artist-information for social-media promotion (if wanted)**

- Release date or info when we are allowed to publish
- Social-Media of the artist (name on Facebook, Instagram)
- credits which should be mentioned and / or marked

## **data-safety**

All transmitted data is located exclusively on encrypted hard drives and storages. VT audio-production does not pass on any data to third parties without a written request from the owner.

Data safety regulations: <https://www.vtaudio-production.com/general-terms-and-conditions>

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