



MULTITRACK DELIVERY GUIDELINES

Kindly read this entire document before sending files...

SENDING FILES

In an effort to make your session run as smoothly and as cost effectively as possible, we have put together these format guidelines to help ensure transfers finish on time with the minimal amount of problems.

Please send Pro-tools mix files a **minimum of 48 hrs.** prior to the mixing session date or earlier is preferable. The earlier, the better!

1. Gustavo prefers to have his Pro-tools sessions in the following formats listed below:

BEST FORMAT

A FireWire drive or USB2.0 removable hard drive. When sending drives please make sure that you keep one or more backup copies of the material that you are sending to us.

OK FORMAT*

DVD-R's or CD-R's

**If only option is DVD's, please send (2) DVD's (1 master and 1 safety), since DVD-R's are quite delicate and have a tendency not to open at all if even a scratch is present.*

WE DO NOT ACCEPT ANALOG OR DIGITAL TAPE. *If your songs are on Analog Tape, ADAT, D-88, etc. please transfer them to Pro Tools sessions before sending us the material.*

2. For all songs, please include a reference CD of the "latest mix" (or include the latest mix in the Pro Tools session) that lines up with the Pro-tools file given. We will use this CD ref for transfer reference. This will help ensure all tracks are transferred correctly and also to check if something should be different from the pro-tools files given and the reference mix.

3. All Pro-tools sessions should be clearly marked for transfers, so there are no misunderstandings of which file is to be used for the mix. In the intended mix session file *please include only those tracks to be used in the mix.*

4. If you are not using Pro Tools, we will need the audio files for the session. Please send us the audio files in .wav or .aiff format. Please **DO NOT send us SD2** (sound designer 2) files. Each track must be consolidated from the top of the song, so each track is one audio file.

5. **PLEASE CLEARLY LABEL ALL TRACKS!** Please DO NOT send us a bunch of tracks labeled “Audio file.”

6. Before sending us Pro Tools files, please make sure the sessions load and all of the files show up in the session. Make sure to check the disk allocation to be sure there are no audio files residing on multiple hard drives.

FINAL MIX FORMATS

1. When we finish the mix process we will provide 24 bit stereo files of the mixes for each song.

The mixes we provide are:

- Main Mix
- Lead Vocal Up Mix
- TV Mix
- Instrumental Mix

PLEASE BE ADVISED, WHEN SETTING A MASTERING DATE,
WE WILL NEED A FEW DAYS TO PRINT FINAL MIXES

2. If there are other mixes needed (i.e.: Stems, Bass Up, etc.) rates need to be determined beforehand.

3. We will provide backups of the Pro Tools final mix sessions on a removable hard drive (Firewire or USB 2.0) provided by the client. *There will be an extra charge for media and studio time if a DVD backup is requested at \$ 75.00 USD per disk.* The turn around time for DVDs will be much longer than hard drives.

ALBUM CREDITS

When making album credits please include credits for the following:

Mixed by Gustavo Celis at Elastic Mix Studios

Questions? info@gustavocelis.com

Thank you for your understanding and we look forward to working with you!