You are expected to complete all necessary documentation (Recording Agreement, Project Location forms, etc.) and hand in all assignments on time. The location information and all documentation must be complete, accurate and legible.

All projects require:
- A full setup sheet that lists microphones and depicts physical placement of the mics/musicians in the room.
- A session report that details your intention, execution and evaluation of the recording session. Not just a blow-by-blow or track-by-track description but:

  **INTENTION** - What was the overall approach, the production concept? (wall of sound, theatrical, industrial, ...)
  **EXECUTION** - Any special mic-ing techniques and the rationale for using them.
  **EVALUATION** - Success or failure? How did it sound when you got home? (hindsight is a wonderful thing). What could be improved, what worked well, what would you change if you were to rerecord it?

- Use this header for your reports:

  Name:
  Date:
  Date of Session:
  Studio:
  Producer:
  Assistant:
  Artist:
  Title of Song:

- The midterm and final projects require a Project Location Form, regardless of format. This is the record of where the project exists physically. On hard drive, the name of the file and the drive are required. You may use the class drive.

**ProTools** projects must be copied onto the MP385 firewire drive named for your class’s teacher. Create a folder with your name on the drive and put your session files in it. The drives are in the studio office.

**Analog** projects must include an end of reel number.

You must have an assistant for your project sessions.

It is your responsibility to retain audio copies of all work you do in the studio because you will have to compile a "History Of My Time At Berklee" master CD for MP475. It would be to your benefit to have many things to choose from for your final selection.