



Women's Audio Mission
 1890 Bryant Street, Suite 312
 San Francisco, CA 94110
 415.558.9200

WAM Session Booking Information Form

Date:	
Name of Artist/Band:	
Contact Person:	
Mailing Address	
E-mail address:	
Phone #:	
The information below is to help assess what your expectations are and what resources are necessary to meet them. If you don't know answers to the questions it's perfectly fine to say that.	
Do you know how many days you want to book or do you need help assessing?	
What type of session is this: <input type="checkbox"/> Tracking (recording) <input type="checkbox"/> Mixing	
How many songs are you planning on recording or mixing or both?	
Do you have a WAM engineer in mind for the project?	
For tracking sessions	
How many individuals in the project?	
What is the instrumentation?	
How many instruments do you plan on tracking at once (it's OK to say you don't know)?	
Are you planning for a lot of overdubs (layering on additional tracks of vocals, guitar solos, harmony parts, etc.)?	
What format do you want your files in? <input type="checkbox"/> 24 bit/48kHz <input type="checkbox"/> 24 bit/96 kHz 24 bit/96 kHz will give you higher quality. However, if you plan to mix elsewhere it cannot always be accommodated (ProTools LE and many home recording systems for instance)	
For mixing sessions	
In what format were the multi-track files recorded (i.e. Pro Tools 7.1, 24 bit/48 kHz AIFF files):	
How will you deliver the files: <input type="checkbox"/> Hard Drive (must be external USB or Firewire) <input type="checkbox"/> DVDs <input type="checkbox"/> CDs	
Anything you would like us to know?	



STUDIO RENTAL POLICY: In order to book a session you must use a WAM certified engineer (see website for list). This studio has subsidized (low) rates because we are a non-profit organization with a mission to get more women in the industry. This studio is a means to our mission by getting more women professional engineering credits. Please respect this. Outside producers are welcome but the actual engineering – setting up microphones, touching the gear, turning the knobs, etc. must be done by a WAM certified engineer.

HOW DO I BOOK A SESSION?

First, call (415) 558-9200 or e-mail studio@womensaudiomission.org

It will help expedite the process if you attach the session information form to your e-mail or have the information handy when you call. Once the amount of session time is assessed we will get back to you on available dates & engineers.

STUDIO DAY RATE (does not include engineer):

\$150/day – up to 10 hours starting at 10 AM.

This includes any load-in and set up time.

This is the lockout (you leave everything setup) rate as well if you are booking multiple full days in a row.

HALF DAY RATE (does not include engineer): \$80/half day either 10 AM – 3 PM or 5 PM – 10 PM

This includes any load-in and set up time.

LOAD-IN & SESSION START TIME: Your engineer will communicate your load-in time to you. For full day sessions it is typically 10 AM. DO NOT come early or the evening/day before with the intention of loading in or setting up early. Setting up is part of the engineering of a session and we cannot accommodate load-ins that are not scheduled – make sure that is communicated to all parties in your session. We are also an educational facility and if we are in the middle of a workshop or another session we cannot accommodate your early or non-scheduled arrival.

ENGINEER RATES: range from \$15/hr for assistant engineers in training to \$50/hr for seasoned professionals (some come with extra microphones, preamps and other gear).

PAYMENT/DEPOSIT:

We require a \$50 deposit per session day or half-day. Your session date(s) will not be secured until we receive your deposit. We accept cash, check or online credit card payments [HERE](#). You will pay your engineer separately.

Payment is due at the end of the last day of the session. WAM will retain ownership of and will not release any CDs, DVDs, tapes, files, Hard Drives, mixes, etc. until full payment is received for both studio and engineer.

SESSION CANCELLATION/RE-SCHEDULING POLICY: If you cancel or re-schedule a session less than 2 calendar weeks from the first day of your booked session dates you will lose your deposit – it will not be refunded.

SESSION ATTENDANCE:

We are a small but powerful facility and we do not have a lounge so please try to limit your session's attendance to the band only. If you absolutely need other folks around keep in mind we cannot accommodate them in our office. However, we have a lovely cafe downstairs in our building, Coffee Bar. It has wireless internet access and excellent coffee/food.

CAN WE GET A TOUR OF THE STUDIO?

Sorry, at this time we do not have the staff to provide studio tours. However, we have an extensive amount of photos of the studio on the website.

HOW DO I GET MY FILES/DATA?

If you are not mixing your project at WAM and will be taking the multi-track files you must provide an empty, external, USB or Firewire, Apple OS X compatible hard drive or if it is a single song with not many tracks an empty USB Flash drive (keep in mind a single 3 minute song could be anywhere from 1 – 5 GB of data) before the end of the session so the files can be transferred. We track in Pro Tools HD 7 and will deliver the session file and the audio files in that format. If you need the files prepped for mix elsewhere on a different system that may require booking extra time.