

FREE RESOURCE

# Sync-ready delivery checklist and file-naming standard

A free resource from DADAAUDIO ([www.dadaaudio.com](http://www.dadaaudio.com)). Use it every time you finish a track and every time you deliver one. Each library or client's own delivery sheet always comes first: where it differs from this list, follow theirs.

## 1. What the words mean

| Term                       | What it is                                                                                                           | Length                          |
|----------------------------|----------------------------------------------------------------------------------------------------------------------|---------------------------------|
| Main mix                   | The full, finished track                                                                                             | Full                            |
| Stem                       | A group of related parts (drums, bass, strings...) printed as one file; all stems together play back as the main mix | Full, identical to the main mix |
| Alt (alternative mix)      | A complete mix with something removed or changed                                                                     | Full                            |
| Instrumental               | Alt without vocals                                                                                                   | Full                            |
| Underscore / bed / no lead | Alt without the melody or lead, to sit under dialogue                                                                | Full                            |
| Clean                      | Lyrics edited for broadcast                                                                                          | Full                            |
| A cappella                 | Vocals only                                                                                                          | Full                            |
|                            |                                                                                                                      |                                 |

| Term           | What it is                                                                  | Length               |
|----------------|-----------------------------------------------------------------------------|----------------------|
| Cutdown / edit | A shorter version that still sounds complete                                | 60, 30 or 15 s       |
| Sting / button | A short hit or phrase in the track's character, for endings and transitions | A few seconds        |
| Bumper         | A short piece to go in or out of a break                                    | Usually under 15 s   |
| Loop           | A section that repeats seamlessly                                           | Varies               |
| Splits         | Ownership percentages of the song and of the recording; not audio           | Must add up to 100 % |

## 2. Print from the session (before you close it)

- ☐ Main mix, full length
- ☐ Instrumental (always, for anything with vocals)
- ☐ Underscore / no lead
- ☐ Clean version (only if the lyrics need it)
- ☐ Stems: 5–10 groups (for example drums, percussion, bass, guitars, keys, synths, strings, brass, lead, vocals)
- ☐ Every file from the same start point, at the same length as the main mix
- ☐ Session saved and archived with its plug-ins noted, so you can print more alts later

## 3. Make when they're asked for (or when a library lists them)

- ☐ Other alts from the library's list (no drums, drums and bass, rhythm, sparse...), named their way
- ☐ 60-second edit (last hit around 59.5 s)
- ☐ 30-second edit (last hit around 29.5 s)
- ☐ 15-second edit (last hit around 14.5 s)

- ☐ Sting(s)
- ☐ Loop
- ☐ Ask first whether the library makes its own cutdowns

## 4. Format

- ☐ WAV or AIFF, 48 kHz, 24-bit, unless the delivery sheet says otherwise
- ☐ Mastered or unmastered as the delivery sheet asks (libraries differ)
- ☐ Headroom and loudness as the delivery sheet asks
- ☐ MP3 only for previews or when explicitly requested

## 5. Pre-flight checks

- ☐ All stems start at exactly the same point (no trimmed silence)
- ☐ All stems are exactly as long as the main mix
- ☐ Stems summed together sound like the main mix (master-bus effects accounted for, nothing out of phase)
- ☐ No clicks at the start or end
- ☐ No cut-off reverb or delay tails
- ☐ No clipping
- ☐ Cutdowns end like music, not with a fade
- ☐ Cutdowns are not longer than their stated length
- ☐ Every alt comes from the same session as the main mix

## 6. File-naming standard

Pattern for alts and edits: `Title_Version.wav` Pattern for stems: `Title_STEM_Group.wav`  
(or `Title_STEM_01_Group.wav` when order matters) Optional prefix when your files travel  
with other people's: `Artist0rCode_Title_Version.wav`

| File                 | Version word | Example                        |
|----------------------|--------------|--------------------------------|
| Main mix             | Main         | Northern-Line_Main.wav         |
| Instrumental         | Instrumental | Northern-Line_Instrumental.wav |
| Underscore / no lead | Underscore   | Northern-Line_Underscore.wav   |
| Clean                | Clean        | Northern-Line_Clean.wav        |
| A cappella           | Acappella    | Northern-Line_Acappella.wav    |
| No drums             | NoDrums      | Northern-Line_NoDrums.wav      |
| Drums and bass       | DrumsBass    | Northern-Line_DrumsBass.wav    |
| 60-second edit       | 60           | Northern-Line_60.wav           |
| 30-second edit       | 30           | Northern-Line_30.wav           |
| 15-second edit       | 15           | Northern-Line_15.wav           |
| Sting                | Sting        | Northern-Line_Sting.wav        |
| Second sting         | Sting2       | Northern-Line_Sting2.wav       |
| Loop                 | Loop         | Northern-Line_Loop.wav         |
| Drums stem           | STEM_Drums   | Northern-Line_STEM_Drums.wav   |
| Bass stem            | STEM_Bass    | Northern-Line_STEM_Bass.wav    |
| Strings stem         | STEM_Strings | Northern-Line_STEM_Strings.wav |
| Lead vocal stem      | STEM_LeadVox | Northern-Line_STEM_LeadVox.wav |

Naming rules:

- ☐ Title first, so every file of a track sorts together
- ☐ Hyphens inside the title, underscores between parts
- ☐ The same version words for every track you deliver (or the library's own words, if it has a list)

- ☐ No "final", "v3", "new", dates or DAW suffixes
- ☐ No / \ : \* ? " < > | and no accented letters
- ☐ The title in the file name matches the title on the metadata sheet exactly

## 7. Embedded metadata

- ☐ Title, composer, publisher and contact embedded in each file (BWF `text` description, INFO or ID3, as your software allows)
- ☐ Remember: not every program reads WAV metadata, so never rely on it alone
- ☐ Spot-check one delivered file in a different program to see what survived

## 8. Metadata sheet (one row per file)

| Column        | Example / notes                                                      |
|---------------|----------------------------------------------------------------------|
| File name     | <code>Northern-Line_30.wav</code>                                    |
| Track title   | Northern Line                                                        |
| Version       | 30                                                                   |
| Length (m:ss) | 0:30                                                                 |
| Main track    | Northern Line (Main)                                                 |
| ISRC          | One per released version; ask the library whether it assigns its own |
| ISWC          | Of the composition, if known (same for every version)                |
| Writer(s)     | Name, role, IPI, society                                             |
| Writer splits | Must add up to 100 %                                                 |
| Publisher(s)  | Name, IPI, society, share                                            |
| Master owner  | Name and share (must add up to 100 %)                                |

| Column            | Example / notes                           |
|-------------------|-------------------------------------------|
| BPM               | 112                                       |
| Key               | D minor                                   |
| Genre             |                                           |
| Mood              |                                           |
| Instruments       |                                           |
| Vocals            | None / male / female / group              |
| Explicit          | Yes / no                                  |
| Description       | One or two sentences an editor can search |
| Contains samples  | Yes (cleared) / no                        |
| One-stop          | Yes / no                                  |
| Licensing contact | Name and email                            |

## 9. Sending

- ☐ Pitch: main mix (plus instrumental for songs) and the line "stems and alts available on request"
- ☐ Acceptance or request: the files on their list, named their way, plus the metadata sheet
- ☐ Files in one folder named after the track ( Northern-Line/ ), stems in a subfolder ( Northern-Line/Stems/ )
- ☐ Download link tested from a private window before sending
- ☐ A copy of exactly what you sent kept with the track

## 10. ISRC quick rules (from the ISRC Handbook, 4th edition)

- ☐ Different mixes need different ISRCs
- ☐ Edited versions (for example clean) need a new ISRC
- ☐ An edit that removes or adds sections (verses, choruses) needs a new ISRC
- ☐ A length change from the fade or speed alone, under 10 seconds, keeps the same ISRC
- ☐ Stems made during production need no ISRC; a stem or vocal-less version intended for release does

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