

The Orchestration Delivery Checklist

Companion to "From Mockup to Manuscript"

Everything on your side of the handoff, in the order it happens. Go through it before you send a cue or a movement to your orchestrator. Tick the boxes and fill the fields on screen and save the file, or print it and work from paper.

PROJECT

CUE OR MOVEMENT

DATE

Template, before you write

- ☐ Session laid out in score order
- ☐ Sample attack delay compensated at the track, not by playing early
- ☐ Octave transpositions conformed across all libraries
- ☐ Articulation strategy chosen: split patches or standardized keyswitches
- ☐ Track naming convention established
- ☐ Two count-in bars at the head of the cue (if recording)

Session preparation

- ☐ Working copy made with _ORCH suffix; original untouched
- ☐ Instruments deactivated and released from memory, if sending the session
- ☐ Empty tracks, placeholder tracks and template flags deleted
- ☐ Mockup-only doubling layers removed
- ☐ Short divisi consolidated onto a single track
- ☐ Non-overlapping duplicate parts merged
- ☐ "NOT FOR ORCHESTRATION" divider created, with controller data in the region
- ☐ Non-orchestral material moved below the divider
- ☐ Tracks to be recorded at the top, in score order

MIDI cleanup

- ☐ Note starts quantized to the smallest division actually present
- ☐ Backward-snapping errors checked by eye and by ear
- ☐ Note ends set to their correct durations
- ☐ Legato overlaps removed
- ☐ Last note of every selection checked and trimmed
- ☐ Modulation, expression and aftertouch removed
- ☐ Keyswitches removed, or retained and documented

MIDI cleanup (continued)

- ☐ Rubato and other loose passages left as they are
- ☐ Bass and other displaced instruments set to sounding pitch

Naming and documentation

- ☐ Track names reduced to instrument and articulation
- ☐ Built-in sample dynamics named in the track
- ☐ One-note gestures described, including harp pedal settings
- ☐ Bounced audio named to match its source MIDI track
- ☐ Keyswitch legend written, if you keyswitch
- ☐ Text file covering intent, trills, tremolos and known issues

Audio

- ☐ Stereo mix rendered with effects running
- ☐ Stems printed and clearly labeled
- ☐ Printed click track, if applicable
- ☐ Live-recorded parts isolated, grouped by musical line rather than by take
- ☐ One-note gestures and textures printed separately
- ☐ Section stems, if your orchestrator wants them
- ☐ Further breakdowns in their own subfolder
- ☐ Audio format confirmed in advance
- ☐ Everything aligned to bar 1 and to the MIDI

Export

- ☐ Every muted MIDI region unmuted
- ☐ Split regions joined, if your DAW exports them separately
- ☐ Export range set explicitly from bar 1
- ☐ Exported as Type 1, not Type 0
- ☐ Tempo map included
- ☐ Markers included
- ☐ Files named to convention, without the _ORCH suffix

Handoff

- ☐ Cue folder built with MIDI, audio and timecode subfolders
- ☐ Timecode folder named with the session start time (film, TV, games)
- ☐ Files uploaded
- ☐ Email sent confirming the cue is posted

Not sure your files are ready?

Send us one cue or one movement. We will tell you what we see: what is clean, what will cause problems, and what is worth changing in your template so that everything after it arrives right the first time. No charge, and nothing attached to it.

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