

Effective March 1, 2008.

Good For The Soul Music™ Recording Studio Policy Document

Objective: The purpose of this policy document is to provide a working tool that aims to ensure clarity for all involved (clients, engineers, and staff) in the utilization of the GFTSM Studio. Our overall goal is that studio utilization will be:

- Strategic – usage is forward looking contributing to long term goals.
- Outcome focused - delivering or influencing real, tangible results.
- Joined up – working together with and across all other LOBS within GFTSM.
- Enduring – to the maximum extent possible it stands the test of time.

Procedures: The studio will be utilized in accordance with the following Standard Operating Procedures (SOP). These SOPs will cover the following areas:

- **Scheduling:** The GFTSM Studio will be available for client utilization during the following time periods:
 - Monday thru Saturday. (Generally, we will not plan to use the studio on Sunday.)
 - 3 hour sessions. 3 sessions per day / 6 days per week / 18 sessions per week.
 - Session # 1 – 10 am to 1 pm
 - Session # 2 - 2 pm to 5 pm
 - Session # 3 - 7 pm to 10 pm
 - Minimum studio booking by any given client is a single Session (3 hours).
 - Clients are provided the opportunity to arrive 30 minutes prior to the start of a session to help prepare for an on time start. This will ensure efficiency for all involved.
- **Staffing:** Whenever the GFTSM studio is being utilized by a client there shall be a GFTSM qualified engineer present in the studio. At no time shall clients be in the GFTSM facility alone.
 - Client relationship: Technical and musical relationship resides with GFTSM engineer. Business relationship resides with GFTSM office administrator.
 - Engineer Compensation: Engineer compensation will “overlay” client scheduled studio time for both recording and/or mix sessions. That is, GFTSM engineer compensation will match – hour for hour - time that is being billed to clients.
 - Contract Musicians: Client will contract with and pay any/all contract musicians directly.

- **Facility Usage:** While in the GFTSM Studio, engineer & clients are welcome to use the following facilities:
 - Studio – to include cutting and mix rooms.
 - Conference room (if available).
 - Rest rooms and break rooms.
 - Please keep all food and drink in break room only!
 - Off Limits Areas:
 - Individual offices, warehouse, Sales & Marketing areas are not to be utilized by GFTSM studio clients. In addition, no clients are authorized to utilize GFTSM telecom or IT resources (phone, fax, pc, printer, etc.) Cell phones are authorized for use while in the building.
 - Security System: At no time should a client be made aware of the GFTSM security code.
 - Smoke, Alcohol and Drug Free: GFTSM studio, offices and warehouse are smoke, alcohol and drug free environments at all times.
- **Equipment:** The following equipment is included in studio sessions for use by clients:
 - Nuendo Recording Software with multiple plug-ins.
 - Inventory of Microphones including:
 - 1 AUDIO TECHNICA 4033
 - 1 AUDIO TECHNICA 4031
 - 1 NEUMANN TLM 103
 - 4 OKTAVA MC 012 (2 Stereo Matched Pairs)
 - 1 AUDIX DP5A 5-Mic Kit for Drum Mic-ing
 - 3 CAD GOLD EQUITEK E-100's
 - 1 BEYER DYNAMIC M 201 N(C)
 - Ancillary equipment including headphones, hearback system, mic stands, music stands.
- **Proposal / Agreement:** A standard GFTSM Studio Proposal shall be provided to each prospective client.
 - A single sheet GFTSM Studio Proposal / Agreement form is provided as attachment one (1).
 - The proposal portion will have two fundamental parts:
 - Recording Estimate (Time and \$).
 - Mix Estimate (Time and \$).
- **Pricing:** GFTSM Studio pricing details are published on the current GFTSM price list.
 - Studio discount requests will be reviewed on a case by case basis when total client time for a given project exceeds a significant number of hours.
 - Pricing discounts shall be approved by the GFTSM business director.

- Client Payment Terms:
 - Client payment is required prior to the start of each session and must be accomplished with GFTSM office administrator during normal business hours of weekdays 9 am to 5 pm.
 - The following payment terms apply:
 - 50% of total estimated fees (recording and mix) upon signing agreement.
 - 25% at completion of recording.
 - 25% upon completion of project.
 - In the event that client project will take just one day, full payment will be required at start of session.
 - Cash, checks, MasterCard or Visa are authorized for payment.
- Cancellation: If client cancels a booking within 5 business days before the first session is set to begin, GFTSM will retain one full session's worth of client's deposit and return the rest of the deposit to the client.
 - If client has booked a single session, cancellation fee will be \$100.
 - If client does not want to cancel but simply reschedule, GFTSM office administrator will review the upcoming studio schedule load and attempt to provide satisfactory dates.
- Completion: Upon completion of project the client will receive the following:
 - CD master.
 - Note: GFTSM will retain the master until completion of project and all amounts are paid in full by client.

GFTSM Recording Studio

Client Proposal / Agreement

Client Name _____

Address _____

City _____ State _____ Zip _____

Tel # _____ Fax # _____

email _____

Project Name: _____

Project Comments: _____

Estimated Project Start Date _____ Estimated Project Completion Date _____

Estimated **Recording Time:** _____ Sessions @ \$ _____ per Session = \$ _____ (Recording)

This equates to _____ hours of recording time.

Estimated **Mix Time:** _____ Sessions @ \$ _____ per Session = \$ _____ (Mix)

This equates to _____ hours of mix time.

Total Estimate (Recording + Mix) \$ _____ (TOTAL)

Payment Terms: 50% upon signing this agreement = \$ _____

 25% upon recording completion = \$ _____

 25% upon project completion = \$ _____

Payment Method(Circle One) Cash Visa MasterCard Check

Agreed upon on this date _____ GFTSM Name _____

Client Name _____ GFTSM Signature _____

Client Signature _____