



Studio Booking Email Template

Book Your First Recording Session with Confidence

Studio Booking Email Template (Confidence Version)

This template helps you communicate clearly with studios and ensures you get all the information you need before committing to a session.

Clear Communication

Set expectations upfront

Professional Approach

Show you understand the process

Protect Your Investment

Avoid surprises and hidden costs

Email Subject Line

Subject: Booking Inquiry – Full Band Recording Session

Keep your subject line clear and specific so the studio knows exactly what you're inquiring about.



Opening: Introduce Your Project

Hi [Studio Name],

We're a 4–5 piece band looking to book a session to track [#] songs.
Our instrumentation includes drums, bass, electric guitar, and vocals.

Start by clearly stating who you are, what you need, and what instruments you'll be recording. This helps the studio understand the scope immediately.

Set the Context

Before locking in a date, we'd love to confirm a few details so we can plan properly:

This sentence is crucial. It frames your questions as collaborative planning rather than interrogation, and shows you're serious about making the session successful.

The Essential Questions

These five questions protect your time, money, and expectations:

- Does your block rate include engineer time and setup?
- How much setup time should we realistically budget for full-band tracking?
- Is mixing typically scheduled separately from tracking?
- What deliverables can we expect at the end of the session (raw stems, rough mix, session files)?
- What is your revision policy if we move forward with mixing?

Each question addresses a common area where miscommunication happens and costs add up.

Close with Specifics

We're fully rehearsed and aiming to book a [6-hour / 8-hour] session on [insert dates].

Looking forward to working together.

Best,

[Your Name]

End by confirming you're prepared and providing concrete details about timing. This shows you're organized and ready to move forward.



Complete Email Template (Copy & Paste)

Subject: Booking Inquiry – Full Band Recording Session

Hi [Studio Name],

We're a 4–5 piece band looking to book a session to track [#] songs. Our instrumentation includes drums, bass, electric guitar, and vocals.

Before locking in a date, we'd love to confirm a few details so we can plan properly:

- Does your block rate include engineer time and setup?
- How much setup time should we realistically budget for full-band tracking?
- Is mixing typically scheduled separately from tracking?
- What deliverables can we expect at the end of the session (raw stems, rough mix, session files)?
- What is your revision policy if we move forward with mixing?

We're fully rehearsed and aiming to book a [6-hour / 8-hour] session on [insert dates].

Looking forward to working together.

Best,

[Your Name]

💡 Tip: Customize the bracketed sections [like this] with your specific details before sending.

Why This Works



Clear

You state exactly what you need without ambiguity



Direct

You ask the right questions without beating around the bush



Respectful

Your tone is professional and collaborative



Protective

You safeguard your time and money by clarifying details upfront

What This Email Signals

You Understand How Sessions Operate

Studios respect clients who know the process and ask informed questions

This email immediately positions you as someone who:

- Has done their homework
- Values their own time and the studio's time
- Wants a smooth, professional experience
- Is prepared and rehearsed
- Understands industry standards

Ready to Book Your Session

Use this template to take control of your studio booking process. By asking the right questions upfront, you'll avoid surprises, protect your budget, and set yourself up for a successful recording session.

Copy this template, customize it with your specific details, and send it with confidence.

Share Your Experience

We'd love to hear about your studio booking experience! Did this template help? What surprised you during your session? What would you do differently next time? Share your story with us at contact@academyeffect.com, your insights could help other musicians navigate their first recording session.