

Automated Studio Owner Email Flow

Email 1 — Immediately After Booking / Deposit

Subject: Complete This Before Your Studio Session

Hey,

Before your session, please complete this quick artist prep training:

foundationxacademy.org/artist-portal

This helps you:

- Come prepared
- Record better vocals
- Move faster in the booth
- Avoid wasting paid studio time

Please complete it before your session and reply “done” once finished.

– [Studio Name]

Email 2 — 48 Hours Before Session

Subject: Reminder: Your Studio Prep Training

Hey,

Quick reminder — please complete your artist prep training before your session:

foundationxacademy.org/artist-portal

This is part of our studio process so your session runs smooth and we can focus on getting the best performance from you.

– [Studio Name]

Email 3 — 24 Hours Before Session

Subject: Required Before Tomorrow’s Session

Hey,

Your session is coming up tomorrow.

Please make sure you complete the artist prep training here:

foundationxacademy.org/artist-portal

Coming prepared helps us avoid wasted time and get straight to recording.

Reply “done” once complete.

– [Studio Name]

Email 4 — Morning Of Session

Subject: Before You Arrive Today

Hey,

Before you arrive today, make sure you’ve completed the prep training:

foundationxacademy.org/artist-portal

Also bring:

- Lyrics ready
- Beat/instrumental ready
- Reference song if you have one
- Clear session goals

See you soon.

– [Studio Name]