

Philosophies & Operation Policies

Kyle Larimore Productions, LLC: Production & Publishing



These Philosophies & Operation Policies (POP) apply to any production, composition, sonic branding, publishing-adjacent, or collaborative creative work performed by Kyle Larimore Productions, LLC (“KLP”), unless a signed agreement explicitly overrides a specific section.

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Executive Summary

Why this exists and what it is not

This POP framework is in place to safeguard the musical compositions and the individuals responsible for their creation. It serves as an overarching framework of guidelines; broad enough to encompass any project, yet stringent enough to prevent the gradual descent into chaos that transforms a creative endeavor into a source of burden. It is not intended to supplant your individual proposals, licenses, or project agreements; these documents continue to perform the legal responsibilities regarding fees, deliverables, and specific terms. Instead, these POPs delineates the underlying principles and operational system governing KLP’s functioning: the manner in which decisions are made, the maintenance of clarity in project scope, the preservation of quality, and the clear delineation of rights and responsibilities. When a signed agreement conflicts with these POPs, the signed agreement prevails for that particular project, as clarity holds the utmost respect.

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PART A: MORAL NORTH STAR & CREATIVE PHILOSOPHY

Quality over Quantity (QoQ): Sonic & Optic Excellence (SOE)

KLP is founded on a straightforward and firm belief: quality is not merely an aesthetic choice but an ethical obligation. While a project can always be expanded, it cannot always be improved; the urge to grow is often masked as enthusiasm, urgency, or “just one more thing.” KLP takes a different approach. We emphasize intentionality, depth, and a strong finish over excessive production. This approach safeguards the client, the audience, and the integrity of the work itself. By upholding quality as the standard, we must protect the project’s scope, respect timelines, and maintain a creative process that remains focused and allows room to breathe.

I. The Marketing Trifecta: Owned • Paid • Earned

The most sustainable creative success often stems from strategic placement rather than volume. KLP organizes project marketing around the primary marketing trifecta: Owned, Paid, and Earned media, as exceptional work deserves a pathway that is both intentional and ethical. This framework emphasizes stewardship, ensuring that the right audience can discover, trust, and remain engaged with the work. When these three pillars are aligned, marketing becomes more manageable and principled: Owned media serves as the foundation, Paid media acts as the catalyst, and Earned media provides validation.

a. Owned Media

KLP regards owned media as the “source of truth,” safeguarding the customer/client journey from confusion and preserving KLP’s identity from dilution by external platforms. The primary aim of owned media is to foster long-term relationships, not just short-term attention. It focuses on housing authoritative content, nurturing leads, and providing our audience with a reliable place to return to. In practice, this involves prioritizing assets that remain valuable beyond the initial publishing period: clear pages, straightforward offers, clean metadata, and content that reflects our values rather than following fleeting trends.

b. Paid Media

Paid media serves as the accelerator, not the foundation. It is utilized to intentionally place a message in front of a specific audience: search ads, social ads, boosted posts, sponsorships, or paid placements. KLP views paid media as a tool to amplify existing truths, not to create falsehoods. The primary goal of paid media is targeted momentum; swiftly generating awareness, capturing intent, and directing qualified traffic back to our owned media, where the narrative is coherent and the next steps are clear. Within the KLP philosophy, paid media must be disciplined: if the creative direction is not finalized, if the offer is unclear, or if the messaging is inconsistent, paid media merely amplifies confusion.

However, when the system is prepared, paid media can act as an ethical spotlight, highlighting work that genuinely merits attention without resorting to noise.

c. Earned Media

Earned media represents the reputation that develops when people voluntarily share KLP's work, speak positively of it, and validate it through their own voices. It encompasses organic search visibility, reviews, word-of-mouth, shares, mentions, press coverage, playlist additions, reactions, and third-party endorsements. KLP considers earned media the "trust layer" of the trifecta, as it carries a weight that paid reach cannot match. The primary goal of earned media is credibility, advocacy, and organic visibility achieved through genuine resonance. Earned media is not forced; it is invited and thrives when the work is exceptional, the experience is seamless, and the values are consistent. This is why KLP's dedication to quality over quantity is not just artistic, but strategic. When the output is refined and the process respects people, audiences respond in ways that no campaign can simulate.

II. How the Trifecta Works Together

KLP's strategy is to construct marketing as a cohesive system rather than a chaotic effort. **Owned media** serves as the stable foundation and the most accurate representation of identity. **Paid media** is utilized thoughtfully, as a strategic push towards the owned ecosystem. **Earned media** is nurtured as the natural result of excellence, integrity, and consistent delivery. When these pillars are harmonized, marketing becomes more composed because it is guided by clarity rather than urgency. And when clarity leads, creative work can be published confidently; because the path forward is thoughtfully designed, not improvised.

III. The Moral North Star: Empathy • Focus • Input

Achieving sustainable creative success often stems from clarity rather than volume or trendiness. KLP structures its projects around a three-part moral compass: empathy, focus, and input. **Empathy** involves understanding the audience's intended emotions, the client's communication goals, and the outcome that truly matters beyond the surface deliverable. **Focus** entails safeguarding a chosen direction once agreed upon, preventing the project from being disrupted by divergent opinions, late-stage anxiety, or trend-driven impulses. **Input** requires gathering the appropriate information early, including references, constraints, responsibilities, and priorities, to avoid confusion and stress later through rewrites. By honoring these three principles, creative work becomes both efficient and meaningful.

IV. Reverse Engineer from the Listener

Start with the human, then build the system

KLP prioritizes the end user, whether they are a listener, viewer, audience member, client, or community, and works backward to make the necessary creative (sonically or optically) and operational decisions to serve them effectively. We view music not as a mere file to be delivered, but as an experience to be cherished. Our approach begins by defining the emotions the audience should feel, the message the project must convey, and the outcomes that would be considered successful. Only after these elements are clear do we select the appropriate tools, workflows, timelines, and logistics. In this model, technology is always a means to an end, supporting the mission rather than leading it.

V. Curate the Journey

Reduce friction, build trust, protect value

KLP considers the client experience an integral part of our craft. Confusion, disorganization, and open-ended processes not only waste time but also erode trust and create stress, which can distort creative judgment. Therefore, we meticulously curate the journey with a clear scope, defined milestones, straightforward approvals, streamlined communication channels, organized deliverables, and responsible rights documentation. This approach is not about control for its own sake; it is about minimizing friction to allow the work to flourish, maintain a healthy relationship, and ensure the final product delivers exceptional value. A premium result demands a premium process.

VI. Build an Ecosystem, Not a One-Off

Bundled value over isolated services

KLP designs offerings as a connected ecosystem rather than isolated transactions. A single deliverable can solve today's need, but an ecosystem solves tomorrow's friction. In practical terms, this means our work is designed to integrate: creative direction connects to production, production connects to metadata and deliverables, deliverables connect to publishing clarity, and publishing clarity connects to release readiness and long-term catalog health. When services reinforce each other, clients don't just "buy a track," they gain a system that protects consistency, reduces future confusion, and increases retention through genuinely compounding value.

VII. Create Advocates, Not Just Customers

Belonging, identity, and earned trust

KLP is dedicated to cultivating a community that believes, rather than just an audience that consumes. We believe that the most effective marketing is not about persuasion, but about creating resonance. When individuals feel seen, supported, and proud of their connection, they naturally become advocates. This is why KLP places a strong emphasis on identity, principles, and clarity, offering people something to stand with, rather than just something to purchase. We strive for our clients and listeners to feel a sense of personal ownership over legal

ownership, and an emotional connection; because our work embodies a shared standard of meaning, excellence, and integrity.

VIII. Demand Internal Accountability

Hidden excellence is still excellence

KLP maintains a high standard of excellence, even when unobserved. The behind-the-scenes aspects of our work, such as session organization, naming conventions, backups, documentation, metadata accuracy, split clarity, revision tracking, and clean deliverable packaging, are regarded as essential craftsmanship rather than optional administrative tasks. This internal accountability ensures quality throughout the process, prevents avoidable emergencies, and fosters a culture where doing things correctly is the norm. While cutting corners may seem inconsequential today, it inevitably leads to increased costs in the future. Therefore, KLP is committed to disciplined excellence as a way to honor the work and the people we serve.

IX. Applied Principles

These principles collectively constitute KLP's guiding moral compass: we draw from human experiences, streamline the journey to minimize friction, design systems that enhance value, foster advocacy through resonance, and maintain internal excellence as an unwavering standard. This approach is how KLP prioritizes quality over quantity, not merely as a slogan, but as a disciplined business practice.

X. Simplicity is the Ultimate Complexity

Anti-Noise Policy (ANP)

Simplicity is not a lack of imagination; rather, it is the discipline to eliminate what is unnecessary. KLP regards simplicity as a form of sophistication because it fosters clarity, repeatability, and trust. Complexity incurs costs, not only in terms of time and money but also in emotional bandwidth. A convoluted workflow can lead to mistakes, misunderstandings, and hasty decisions, which undermine confidence. KLP is committed to guiding the process towards streamlined systems, clear deliverables, and straightforward decision points. If an element introduces complexity without providing significant value, it may be technically feasible, but it is philosophically misaligned.

XI. Be The Change

Value-Driven Innovation (VDI)

Innovation is more than just novelty; it embodies usefulness combined with creative intelligence. At KLP, we appreciate thinking beyond conventional boundaries to effectively address genuine issues, rather than merely to appear impressive. We refrain from following trends for their own sake and do not confuse experimentation with genuine progress. Instead, we focus on value-driven innovation: decisions that enhance the narrative, enrich the listener's experience, improve clarity, or minimize long-term challenges. Cultivating

Creative Intelligence involves understanding when to simplify, when to elevate, and when to decline, ensuring that the final “yes” is truly compelling.

XII. Attention to Detail

Professional Excellence Standard (PES)

Attention to detail is where professionalism truly shines. At KLP, we regard meticulousness as a form of care: care for the listener, care for the client, and care for the enduring legacy of the work. This encompasses not only achieving sonic and optic excellence but also addressing the often-overlooked essentials that prevent future issues: accurate metadata, clear credits, well-organized deliverables, and explicit ownership and publishing documentation. By valuing detail, projects maintain their quality over time; they remain functional, licensable, and defensible long after the initial excitement of delivery has subsided.

XIII. A Seamless Experience

Client & Collaborator Care Act (CCCA)

A seamless experience is not about being “effortless,” but rather about being predictable. It ensures that everyone understands their current stage, the next steps, and the requirements to progress. KLP is dedicated to alleviating the stress associated with ambiguity by guiding the process with a structured approach: milestones, approvals, and clear communication. When the system is stable, clients can unleash their creativity without the full weight of project management, allowing KLP to deliver exceptional craftsmanship without battling avoidable chaos.

PART B: EXECUTION GUARDRAILS

Scope, Timeline, Revisions, Approvals

I. Scope & Setup

Every project should commence with a written scope, as clarity at the outset benefits everyone involved. The scope serves as a boundary that safeguards quality by specifying what will be created, the formats to be delivered, the assets each party will provide, the critical deadlines, and the definition of success. Without a written scope, expectations may shift from factual to emotional, leading to overreach; not out of malice, but through assumption. KLP considers a written scope essential, not because it is inflexible, but because it is considerate.

II. Direction Lock

Direction lock marks the point at which a project transitions from uncertainty to progress. It involves the sonic direction for the optical project, emotional target, and creative identity that the project will uphold. KLP employs direction lock to avoid the costly “guess-and-rewrite” cycle prevalent in creative endeavors. Once the direction is approved, revisions are intended to enhance rather than overhaul.

If the direction shifts significantly after lock, it is not a failure but rather a new scope, accompanied by updated costs and timelines, as it is important to recognize reality rather than conceal it.

III. Timeline & Turnaround

Turnaround times differ based on the project type and complexity, but KLP's guiding principle is to complete the core creative work with a margin. When the scope remains stable and feedback is provided promptly, KLP strives to finish production with about two weeks of buffer before any final deadline. This buffer is not merely empty space; it serves as strategic breathing room. It provides the opportunity to refine details beyond production, such as publishing clarity, credits, metadata, deliverable organization, licensing questions, and publish readiness. Completing early is not just for convenience; it is a safeguard against rushing, which is one of the most reliable ways to compromise both quality and relationships.

IV. Revision Policy

KLP kindly offers two complimentary revision rounds, as refinement is an essential aspect of craftsmanship. However, it is important to maintain the purpose of refinement. Revisions are intended to enhance what has already been agreed upon, rather than to serve as a means of expansion. After two revision rounds, any additional revisions will be subject to charges or require a scope update, as unlimited revisions can compromise quality and detract from focus. KLP's revision policy is designed not as a hindrance, but as a framework to ensure transparency about any changes and their reasons.

V. Consolidated Feedback

Creative work can become stressful when feedback is provided in a fragmented manner, through debates, or as a constantly shifting target. To address this, KLP emphasizes the importance of consolidated feedback: one comprehensive message per revision round, with all notes collected, resolved, and prioritized before being sent. If there are multiple stakeholders involved, it is essential for the client or lead collaborator to resolve any conflicts privately and present a unified set of notes. This approach is not about exerting control; rather, it aims to prevent anxiety loops, transforming the work into a focused and intentional process rather than an emotional battleground. Consolidated feedback fosters momentum, which in turn leads to excellence.

VI. Approval Milestones

A project cannot remain fluid indefinitely and still achieve a successful conclusion. KLP employs approval milestones to ensure decisive progress: scope approval, direction lock, draft approvals, arrangement approval prior to mixing, final mix approval, and masters/deliverables approval. Each milestone serves as a gateway; once passed, it should not be revisited unless one is ready to incur the costs of regression. Approvals benefit both parties by preventing future

confusion, clarifying accepted elements, and minimizing the urge to alter history under pressure.

PART C: RIGHTS, PUBLISHING, AND OWNERSHIP CLARITY

I. Composition vs Master

KLP distinguishes between composition and master recording as two distinct entities, as any confusion in this area can lead to conflicts later. The **composition** encompasses the core elements of the song, including melody, lyrics, harmony, and structure, while the **master recording** represents the final produced audio. It is important to note that these do not inherently belong to the same party and are not automatically transferred upon payment unless explicitly stated in writing. KLP emphasizes clarity in this matter not to complicate matters, but to avoid misunderstandings that could harm publications, relationships, and revenue.

II. Publishing philosophy

Publishing is often where collaborations face challenges, not due to malice, but because of assumptions. KLP does not rely on implied ownership, writer credit, or split arrangements. For co-writing projects, it is important to document splits promptly, ideally on the same day the writing is completed, and always before proceeding with publish plans. Publishing decisions should never be rushed; they require calm, explicit agreement to ensure the work is shared confidently and ethically.

III. Master ownership and delivery norms

In KLP projects, our fundamental principle is straightforward: rights and deliverables are contingent upon agreed terms and payments. Payment transcends mere financial transactions; it signifies respect for the work as labor, rather than an indefinite favor. KLP reserves the right to withhold final deliverables until payments are up to date and may restrict or watermark materials as necessary until the project is completed. This approach is not punitive but serves as a boundary to maintain honesty in the relationship and prevent future disputes.

IV. Metadata, credits, and integrity

Credits and metadata serve as more than just administrative tasks; they are ethical declarations. They acknowledge the creators' contributions and safeguard their work in the real world. KLP mandates precise crediting where traditionally provided and insists that metadata remains unaltered, truthful, and intact. If cue sheets, usage logs, or publishing documentation are required for a specific

medium, they are considered essential to professional completion. Integrity is the cornerstone that sustains a creative career.

V. AI limits, training, impersonation, and deepfake guardrails

KLP upholds clear boundaries regarding AI to ensure the integrity of authorship and identity. Project assets cannot be utilized for AI training, data-mining, or machine-learning purposes without obtaining written consent from both parties. Impersonating the other's voice, style, or identity through AI tools is strictly prohibited without explicit permission. Should AI tools be employed, they must serve as supportive aids rather than supplant human authorship and creative control. KLP prioritizes a human-centric approach, emphasizing clear rights, responsibilities, and avoiding shortcuts that may lead to future legal or moral uncertainties.

PART D: COMMUNICATION & CONDUCT PRACTICES

I. Clarity is part of the deliverable

KLP is committed to fostering a clear and calm process, which we believe leads to more robust outcomes. Stress can cloud judgment, and hasty decisions may result in work that feels incomplete, even if it meets technical standards. Consequently, KLP actively opposes the urgency-driven culture that pressures artists to finalize projects too soon. By ensuring realistic timelines and safeguarding the project's scope, we transform the project into a source of momentum rather than anxiety. Peace is not merely a luxury; it is an essential component.

II. Professional conduct and respect (Non-negotiable standards)

Creative collaboration thrives on trust. KLP values respectful communication, honesty, and refrains from using pressure tactics to alter deadlines or scope. Harassment, overstepping boundaries, or misrepresenting rights and credits compromises the integrity of the work and the relationship. KLP may choose to pause or conclude work if the environment becomes consistently unhealthy, as no project is worth compromising character, mental health, or professional dignity.

III. Focus protection: One conversation at a time

Many projects can become overwhelming when creative direction, technical revisions, and publishing rights are all discussed simultaneously. KLP intentionally separates these aspects. Direction decisions are made at direction lock, revision notes are addressed during revision rounds, and rights and publishing decisions are handled during closeout, or earlier if needed. This

approach is not about bureaucracy; it's about clarity. Having distinct lanes prevents confusion and ensures the project progresses with confidence.

IV. Empowered, understood, enriched (How KLP collaborates)

KLP aims to enhance projects rather than dominate them. This approach ensures that clients and collaborators feel understood and empowered, not overwhelmed or confused. KLP offers options when necessary, while avoiding an overload of choices. We will candidly explain tradeoffs, recommend solutions that best align with the mission, and shield the direction from unnecessary distractions. A successful collaboration strengthens everyone involved: refining taste, boosting confidence in the process, and enriching the quality of the final outcome.

PART E: DELIVERABLES, FILES, AND PORTFOLIO

I. Deliverables are defined by scope

KLP deliverables are defined by the scope, not by unwritten expectations. Projects may encompass masters, alternates, instrumentals, stems, or session files, all of which should be agreed upon in writing. This approach safeguards both parties: the client is fully informed about what to expect, and KLP can deliver outstanding results without the stress of meeting unexpressed expectations. Clarity at this stage minimizes future conflicts.

II. File organization and archiving

KLP provides well-organized materials to ensure that your future self benefits from clarity. Projects may be archived after a reasonable period, and accessing long-stored sessions might incur an admin fee, depending on the request's scope. This approach reflects our commitment to a professional system that respects the realities of storage, organization, and time.

III. Portfolio rights

Unless an NDA (Non-disclosure Agreement) or a written agreement is in place, KLP may reference the work or share excerpts for portfolio and promotional purposes. This practice supports professional sustainability and demonstrates our craftsmanship. If confidentiality is necessary, KLP respects it when documented. Our guiding principle is always clarity first, ensuring trust is maintained.

PART F: TRUST PHILOSOPHY

KLP may incorporate the following guiding principles in any project that benefits from enhanced moral framing: prioritize stewardship over ego, ensure truth in marketing, value long-term trust over short-term gains, recognize that boundaries protect relationships, understand that clarity is an act of kindness,

acknowledge that systems are more effective than stress, show respect to the listener, and embrace collaboration without chaos. These philosophies are designed to maintain the integrity of the work, foster respectful partnerships, and ensure the outcome is suitable for publishing.

PART G: OPERATIONAL EFFICIENCY SYSTEM (OES)

I. The KLP Operating Stack

KLP employs a consistent operating stack to ensure projects are organized, transparent, and efficient. Notion serves as the central hub for briefs, timelines, approvals, revision tracking, and closeout documentation, providing a single source of truth to prevent confusion. For live communication, KLP primarily uses Zoom for video calls due to the wide versatility for sonic connectivity and real-time review sessions, while remaining adaptable to alternative platforms, such as Microsoft Teams and Google Meet, when necessary for stakeholder access or organizational compliance. This stack is selected not for novelty, but for its reliability, clarity, and ability to minimize friction.

II. Single Source of Truth

To ensure organized communication and avoid “lost approvals,” KLP designates a single primary hub for each project to house all official decisions. This hub could be a Notion project page, an email thread, or another mutually agreed workspace. The key is that all scope confirmations, approvals, revision notes, and deliverable decisions must be documented in one location. While verbal meetings are encouraged and often beneficial, the written summary serves as the official record. This approach safeguards both parties, minimizes miscommunication, and maintains project momentum.

III. Communication Channels

KLP considers effective communication an integral part of project deliverables, as unclear communication can lead to unnecessary stress and rework. Email is the primary channel for formal project communication, approvals, and administrative discussions, while Notion is utilized as the operational interface for planning, tracking, and ensuring project clarity. Additional communication channels may be employed when beneficial, but KLP expects that all significant decisions are ultimately documented in writing. This standard ensures that projects remain professional, searchable, and defensible, particularly when timelines are tight or stakeholders change.

IV. Response Windows

KLP upholds a professional response schedule to ensure clarity without fostering a culture of urgency. Typically, KLP replies within one to two business days, and we kindly request that clients or collaborators provide feedback within two to five

business days, unless otherwise specified. These timeframes are intended to facilitate project progress and maintain the two-week buffer principle whenever feasible. While we understand that life can be unpredictable and offer flexibility as needed, accountability is essential to prevent projects from succumbing to last-minute pressure.

V. Meetings, Scheduling, and Cancellations

KLP diligently schedules meetings and sessions, ensuring adequate preparation time and maintaining calendar integrity. As a standard practice of courtesy and accountability, KLP kindly requests up to two weeks and no less than 24 hours' notice for any cancellations, reschedules, or significant agenda changes, whenever feasible. This approach safeguards both parties from excessive and avoidable meetings, hasty decisions and upholds the operational stability necessary for delivering high-quality work. In the event of emergencies, the objective is to provide clarity and facilitate swift adjustments to keep the project on track.

VI. The KLP One-Pager Brief

Every project benefits from a concise written brief that encapsulates the “why,” the “what,” and the constraints into a practical format. KLP initiates projects with a straightforward one-page brief whenever feasible, capturing the objective, target platform, deliverables, references, key deadlines, responsibilities, and approval milestones. This brief serves as a creative safeguard, not as bureaucracy, to prevent “guess-and-rewrite,” reduce anxiety, and ensure everyone is aligned on the true definition of success. When a project is well-briefed, revisions become refinements rather than reinventions.

VII. Decision-Maker Rule

To maintain focus and prevent confusion, KLP recommends appointing one primary decision-maker per project, with the option of a secondary reviewer if necessary. When multiple stakeholders are involved, feedback should be consolidated and filtered through the designated decision-maker before being presented to KLP. This approach minimizes conflicting feedback, reduces emotional tension, and maintains a coherent creative direction. The intention is not to exclude input but to ensure the project has a clear guiding force.

VIII. Structured Feedback Format

KLP values feedback that is clear, consolidated, and actionable to ensure that revision rounds are both efficient and calm. Notes are most effective when they reference specific moments, such as timestamps or sections, clarify the desired outcome in terms of emotion, intensity, clarity, or energy, and communicate the priority of changes, distinguishing between must-have and nice-to-have elements. This structured approach prevents revisions from turning into vague debates and transforms feedback into precise guidance for improvement. When

feedback is organized in this manner, the process becomes more empowering for all participants.

IX. Change Orders (the operational solution to scope creep)

Scope creep often presents itself subtly, masked by excitement, urgency, or the suggestion of “one more thing,” yet it invariably incurs significant costs in terms of time, focus, and quality. To address this, KLP adopts a change-order mindset as a standard practice. Any request exceeding the agreed scope necessitates a formal written confirmation detailing the new deliverable, its impact on the timeline, and any associated costs or tradeoffs. This approach is not intended to be overly cautious; rather, it aims to prioritize quality over quantity and ensure transparency between both parties regarding the true requirements of the project.

X. File Naming & Folder Architecture

KLP upholds a disciplined approach to file naming and folder structure, recognizing that organization is essential for maintaining quality over time and during handoffs. A consistent structure minimizes errors, accelerates exports, prevents file loss, and ensures project history remains accessible under pressure. A typical folder system might consist of: **01_Admin**, **02_Session**, **03_Exports_Mix**, **04_Exports_Master**, **05_Stems** (if applicable), and **06_Deliverables_Package**. Versioning conventions are used, such as **SongName_Mix_v01**, **v02**, then **FINAL**, and **FINAL_Approved**. The use of placeholders and numbering is deliberate, serving as the framework that keeps projects scalable and easily searchable.

XI. Release Readiness Checklist

KLP integrates release readiness into the professional completion process, rather than treating it as an afterthought. When the project scope remains stable, the two-week buffer is utilized to address essential yet often overlooked details that can prevent future issues. These include ensuring credit spelling accuracy, verifying metadata, preparing split documentation, managing licensing responsibilities, formatting deliverables, and meeting any platform requirements. This systematic checklist approach minimizes last-minute stress and guarantees that the work is not only aesthetically pleasing but also functional, defensible, and prepared for real-world publishing.

XII. Definition of Done

A project is considered complete when the work receives approval, the deliverables package is provided as agreed, and the administrative closeout is thoroughly executed. This involves confirming final approvals, organizing and ensuring accessibility of files, completing any required documentation (such as credits, metadata, and rights notes), and appropriately archiving the project. This definition safeguards both parties from continuous refinement cycles and ensures the project concludes with clarity, avoiding ambiguity. A well-executed project

closeout contributes to a seamless experience and supports KLP's sustainability while maintaining excellence.

PART H: ACKNOWLEDGMENT

By working with KLP, the client, collaborator, partner, or volunteer agrees to these umbrella guidelines as the standard operating policy, unless altered by a signed project agreement. This acknowledgment is a mutual commitment to clarity, quality, and a process that safeguards all parties involved.



Kyle Larimore, Founder & CEO



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