

**University of Connecticut Music Department
AUDIO SERVICES REQUEST**

Name: _____ Performance date and time _____

Contact phone #: _____ e-mail _____

Total Time of Musical material to be recorded: _____

**ARCHIVE & REFERENCE RECORDING OF *PERFORMANCES* IN
VON DER MEHDEN HALL**

Recital recording policy: Student recitals are recorded only upon receipt of this request form and payment of the appropriate fees to the Music Department. This should be done at the time that the reservation for von der Mehden Hall is made. (Make checks payable to “The University of Connecticut”).

- () Basic engineering fee (includes engineering, digital archiving & one reference cd) \$40.00
- () Additional reference compact discs (each) \$15.00

**ARCHIVE & REFERENCE RECORDING OF *PERFORMANCES* AT STORRS
CONGREGATIONAL CHURCH OR SAINT MARK’S INCUR AN ADDITIONAL
\$30.00 LOCATION FEE.**

- () Location recording fee (includes engineering, digital archiving & one reference cd) \$70.00
- () Additional reference compact discs (each) \$15.00

OTHER LOCATION RECORDING IS BY ARRANGEMENT ONLY.

RECORDING SESSIONS (NOT PERFORMANCES)

Recording session policy: The musician to be recorded must reserve time in von der Mehden Hall, a Music Building classroom, or the recording studio (L007) before scheduling the session with the engineering staff. A PREPAYMENT DEPOSIT of one hour’s engineering fee and the reference cd fee must be made at the time the session is scheduled. Payment in full (including fees for time past one hour) is required before the recordings will be released to the artist contracting the session. There are no exceptions to this policy. Sessions are digitally archived and future reference copies can be made from the archived sessions.

- () Basic engineering fee (per hour, including setup) \$30.00
- () Reference cd’s (each, at least one required) \$15.00

Editing and Mastering may be available at additional cost. Inquiries concerning these services and other audio services not listed should be directed to Steve Lyons, stephen.lyons@uconn.edu

Music Office: _____ Total prepayment \$ _____
(Office personnel signature)