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 disc’s (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

OTHER LOCATION RECORDING IS BY ARRANGEMENT ONLY.

RECORDING SESSION IN VON DER MEHDEN OR RECORDING STUDIO

Recording session policy: The musician to be recorded must reserve time in von der Mehden Hall 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)

Additional fees (further reference cd’s, additional hours, etc.) $__________

TOTAL $__________