ISU Music Department Recording Request Form

Fill out and submit this recording request form IN PERSON at least three weeks prior to the performance or recording session date to Larry Curry, 145 Music Hall.

☐ Live Performance          ☐ Special Recording Session

Name ________________________  E-mail _____________________

Telephone ____________________

Departmental Account ________________________________

Student ID Number ________________________________

Performance Information (please fill out completely)

Day and Date ______________________________ Time ____________

Length ___________________ (approximate minutes of music)

Instrument/ensemble ________________________________

Dress rehearsal date and time ________________________________

Recording Format (s) (check appropriate information)

☐ CD/DVD/VHS Master (Provided for all Live Performances)

☐ CD Master (Special Recording Session only)

Faculty: labor will be charged for all services except for a performance that is already being recorded by WOI. You will still pay for recording media.

CD Recordings are “raw data” and are not polished professional quality CDs. Engineered sessions are available upon request and will add significantly to the final cost.

☐ Artist          ☐ Conductor          ☐ Office          ☐ Parks Library          ☐ WOI
ISU Music Hall Recording Studio Fee Schedule for Student and Faculty Recitals

$30.00/HR  Live performance recording engineer hourly charge
           (session time + 1 hour set-up + 1 hour take-down)

$30.00/HR  Special Recording session recording engineer hourly charge
           (session time + 1 hour set-up + 1 hour take-down)

$30.00    Recording Media: Master and back-up copy
           (Each event will be recorded on CD, DVD and VHS tape)

$10.00    Each additional CD copy (we can only duplicate CDs)

______________________________________________________________  
Event:                                                                 

______________________________________________________________  
Engineer:                                                             

Live Performance hourly fee:  _____ Hours @  $30.00/HR =  ____________
(Minimum 1 hour charge)

Special Recording Session hourly fee:  _____ Hours @  $30.00/HR =  ____________
(Minimum 1 hour charge)

Recording media set:  _____ media set  $30.00 each =  ____________
(CD, DVD, VHS)

Duplicate (additional) CD(s)  _____ discs @  $10.00 each =  ____________

Pro-Tools Engineer  _____ Hours @  $30.00/HR =  ____________

Total Recording Charge  $ ____________

Additional support charges:

Stage manager for student programs  _____ Hours @  $20.00/HR $ ____________
(one hour before performance through strike)

Program Printing Costs:  $ ____________

Total Performance Cost:  $ ____________

Department Account to be charged  ________________________________

Student and Faculty U-Bills will be charged for recording and program support services.

Student Name: ____________________________  Student ID # ______________________

updated 8/23/2008