

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

Note: *The average fee to present and record a student or faculty recital is \$200 - \$250.00*

based on length of event, staff needs and program printing costs.

\$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)

For Office Use Only

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 # _____

