

# UConn

SCHOOL OF FINE ARTS

MUSIC

## Audio Services Request

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Name \_\_\_\_\_ PeopleSoft # \_\_\_\_\_

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Phone # \_\_\_\_\_ E-mail \_\_\_\_\_

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Performance Date \_\_\_\_\_ Performance Time \_\_\_\_\_ Total Time of Material \_\_\_\_\_

### Archive & Recording of Performances at von der Mehden Recital Hall

Basic Engineering Fee (includes engineering, digital archiving, and one reference CD) \$40.00  
Additional Reference CDs (each) \$15.00

### Archive & Recording at Storrs Congregational Church or St. Mark's Chapel

Basic Engineering Fee (includes engineering, digital archiving, and one reference CD) \$70.00  
Additional Reference CDs (each) \$15.00

**\*Other location recording by arrangement only**

### 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 a location is made. Please make checks payable to "The University of Connecticut".

### Recording Session (Non-Performance)

Basic Engineering Fee (per hour, including set-up) \$30.00  
Reference CDs (each, at least one required) \$15.00

### Recording Session Policy:

The musician to be recorded must reserve time in von der Mehden Recital Hall, a Music Building classroom, or the recording studio (L007) before scheduling a session with the engineering staff. A prepayment deposit of one hour's engineering fee and the reference CD must be paid at the time the session is scheduled. Payment in full (including fees for time past one hour) is required before the recordings can be released to the musician 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.

### Editing and Mastering:

Editing and mastering may be available at additional cost. Inquiries concerning these services and other audio services not listed should be directed to the Music Department Office.

**Total Prepayment:** \_\_\_\_\_

\_\_\_\_\_  
Requester's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Program Assistant's Signature

\_\_\_\_\_  
Date