

PERFORMANCE RECORDING REQUEST FORM
Undergraduate and Graduate Recitals
CoFAC Recital Hall, Western Illinois University School of Music

*Note: This form must be submitted to the Recital Hall Manager no later than three (3) weeks prior to the date of the performance. **No recordings will be made in the CoFAC Recital Hall without the signature of the CoFAC Recital Hall Manager.***

Performer/Ensemble:	Principal instrument/Vocal part:
Recital Date:	Recital Time:
Contact Phone:	E-mail:
Performance Location:	
Additional Instrumentation/soloists:	

List of literature to be performed: (A copy of your program may be attached to this form)	Time: (Please include duration info)
	Est. total time:

Recording fee schedule for undergraduate and graduate recitals:

- Minimum charge of \$35 per recital (½ hour minimum set up time), plus \$10 for each hour over 2 hours.
- **A separate form must be filled out for rehearsal and personal recording sessions.**
- Fees are to be paid directly to the recording technician before a copy (on CD) is given to the performer.
- Students must furnish all of the recording media for their recordings. Students are encouraged to purchase Sony, Maxell, or Taiyo-Uden CD-Rs for their CD copies.
- Only one CD will be recorded for each performance. Additional CDs are \$5.00 (paid to technician).

*Additional services, such as duplication, editing and other production services are available upon request. Contact Terry Solomonson at 8-2199 for more information and fee schedules. **CD pickup is expected within 3 weeks.***

I understand and agree to the above-mentioned fee schedule. I understand that the School of Music is not responsible for any poor quality recording that may occur due to defective or inferior recording media. I certify that any recording of this program will not be duplicated without the express written consent of both the School of Music and any holders of copyrights to the music performed on the program. In the event that this performance should be rescheduled, I agree to notify the School of Music no later than two weeks prior to the new date and time.

Performer's Signature

Date

CoFAC Manager's Signature

Date

Audio Technician's Signature

Date

CD delivered to performer by:

Date