

AUDITION RECORDING REQUEST

Name:

Student Number:

E-mail Address:

Phone Number:

1. MUSIC BEING RECORDED

Trk	Title	Composer	Instrumentation
1			
2			
3			
4			
5			
6			
7			
8			

2. RECORDING DATES/TIMES

Include four dates/times that are suitable for scheduling of your recording session. These should be at least two weeks before you need your final product for sessions that include video, and one week for sessions that are audio only. Sessions are a maximum of two hours recording time each, and the cost is \$100 for sessions with video, and \$45 for sessions with audio only. Recordings must take place before 15 November in the Fall semester and 15 March in the Winter semester.

How many recording sessions do you require with video and audio?

How many recording sessions do you require with audio only?

#	Date	Start Time
1		
2		

#	Date	Start Time
3		
4		

3. PRODUCTION DETAILS

Enter details of the programs you are applying for, and the format of media they require. Upload video will be provided as MP4 file format unless otherwise requested. Upload and e-mail audio formats will be MP3 unless otherwise requested. E-mail video is not available due to its inherently large file size. Costs are \$20 for each video formatted product, \$15 for each audio formatted product. Students should provide USB flash drives for any material not delivered on CD/DVD.

School/Faculty/Program Applied to	Application Deadline	OUTPUT FORMAT					Track Order (use track numbers in 1 above)
		VIDEO		AUDIO			
		DVD	UPLOAD	CD	UPLOAD	E-MAIL	

Check this box if you require a back up disc containing all chosen track takes for future use? This option costs \$10.

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4. TERMS AND CONDITIONS

This recording service is provided to current undergraduate and graduate students only as part of an application for further musical studies or summer program.

No editing is done to musical performances. Each song, movement or work must be performed in a single take as required by most audition processes.

We require at least 14 days from last recording to turn around video projects, and at least 7 days to turn around audio only projects, from the date of the last recording session.

Materials will be kept on hard disk for one week following delivery of media to you. If you require longer term storage, use the back up disc option.

If material is unusable due to technical issues or malfunction, the student may undertake the process again without additional charge. This does not cover deficiencies in performance.

Pianos are provided in an "as is" condition. Piano tunings, if required, must be arranged in advance with the Concert and Facilities Coordinator.

Any issues, changes or disagreements in services provided must be raised with the Concert and Facilities Coordinator or Music Technologist, not the student assistant producing the recording. Student assistants are not authorized to approve or perform services beyond those already approved on this form.

Payment must be received by the Concert and Facilities Coordinator before final media is released to the student.

5. COST SUMMARY

These costs are based on the information you supply on this form and are subject to change if you change your requirements.

Description	Cost Each	Number	Total Cost
Audio/Video Recording Sessions			
Audio Only Recording Sessions			
Video Product (standard definition video DVD or uploadable video format)			
Audio Product (audio CD or uploadable/emailable audio format)			
Back up disc			
Total Cost			

6. AGREEMENT AND APPROVAL

Student: I confirm that all information provided on this form is accurate, and agree to the terms and conditions specified above.

Signature _____ Date _____
Student

Concert and Facilities Coordinator: I approve this request based upon the information provided on this form.

Signature _____ Date _____
Concert and Facilities Coordinator

Students should complete this form, print, sign and take to the Concert and Facilities Coordinator in MU-2034.

FOR OFFICE USE

Technician's Notes/Approved Changes