



Complete and submit to Music Office **one month prior** to your recital date.

Recording Date: _____ Location: _____ Daniel Recital Hall _____ Chapel Sanctuary

Start Time: _____ Estimated End Time: _____

Name of Soloist/Ensemble: _____

Name of Person Making Request: _____

What instrument(s)? _____

E-Mail: _____ Cell / Office Phone #: _____

GUIDELINES

- **The Recording Contract must be submitted at least one month prior to the event.** Earlier is better.
- **Students: your payment must accompany the Recording Contract or you will not be recorded. Your one payment to "Furman University" will include the CD-R media and engineer's fee.**
- **The majority of our recitals use (default) Option 1.** Junior Recitals must select Option 1.
- Chapel performers select default Option 1 (\$64), which includes pulpit and handheld mics if needed.
- **Expanded Option 2 (DRH only) is available to faculty, ensembles or seniors using multiple instruments. You and the hall must be available for a one-hour sound check immediately prior to your performance. Two approval signatures required. The sound check time must be scheduled via the chairman's office.*
- **Contact your recording tech the week prior to your recital to be sure they have you on their radar.** Your teacher will receive an email with your recording tech's name.
- Supervisors: DRH is Michael Vick; Chapel is Susan Bennett assisted by Danielle Hernandez

RECORDING OPTIONS *Select Option 1 (default) or Option 2 (expanded)*

1. _____ **RECORDING OPTION 1 (DRH \$20 and CHAPEL \$64)** Stereo overhead mics. *One Engineer / 1 CD*

PRIVATE INSTRUCTOR'S SIGNATURE _____ **DATE** _____

2. _____ ***RECORDING OPTION 2 (DRH only) \$40** Multiple on-stage mics, sound check hour, Multiple Engineers

PRIVATE INSTRUCTOR'S SIGNATURE _____ **DATE** _____

(I approve this student for a sound check one hour prior to the recital.)

CHAIRMAN'S OFFICE SIGNATURE _____ **DATE** _____

(Verifies the extra hour is available, approved and scheduled)

OFFICE USE:	
Date Paid: _____	Amount Paid \$ _____ Paid by: <i>Cash</i> <i>Check</i>
Office Signature: _____	<i>Make copy of this form for student.</i>
Initial & date:	DRH Recital: _____ Scanned and emailed to Michael Vick on _____
	CHAPEL Recital: _____ Scanned and emailed to Susan Bennett on _____

Checks are paid to "Furman University" in Music Office D-103. **Keep Copy as Your Receipt.**