SoM Student Recording Session Request
Central Recording Services (CRS)

Guidelines
• CRS can record, edit, mix, and master your audition tape, competition entry, etc.
• Estimate length of session to setup, record and edit. Two hour minimum.
• Preferred date(s) should be at least two weeks in the future.
• Two hour minimum payment is due when you submit the request. Submit this form and $30 to Ranae Burkett (MU203)
• Once CRS receives your request, an engineer will be assigned. The engineer will contact you and arrange session time. If booking in School of Music rooms outside the recording studios [Choral Room or Sursa Hall], arrangements will be made through the Coordinator of Music Promotional Services.
• After the session, the engineer will notate the session length and both the engineer and the performer will sign the form below. Deliver signed form to Ranae Burkett in MU203 with additional payment, if necessary. $15 per hour.
• Files will be delivered after payment is reconciled.

Name: ______________________________ Phone: ( ____ ) _____________________________
E-Mail: _________________________________________________________________________

Project Description
1 Provide the title, author(s), duration, and copyright date of all works to be recorded
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
2 Provide performer name(s) and instrumentation
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
_______________________________________________________________________
3 Circle which services are needed: Tracking(recording), editing, mixing, and/or mastering
4 List preferred date(s) and time(s): ______________________________________________
5 Estimate the total hours necessary to complete the project. Include sufficient time for setup, recording, editing, mixing, and/or mastering, if necessary. ______________________________

To be completed after the session(s)

<table>
<thead>
<tr>
<th>Studio Recording Period(s)</th>
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<tbody>
<tr>
<td>Date: ___________</td>
<td>Start Time: _____</td>
<td>End Time: _____</td>
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Fee
- Total hours: ______
- Fee per hour: $15
- Agreed Total Cost: $____

Performer Date Engineer Date
CRS Number: _____________________________

Central Recording Services (CRS): SoM Student Recording Session Request  v7.9.2012