



WVU Sound Productions Recording Request form

Today's Date _____

Office use only	
Amount Paid _____	
<input type="radio"/> Cash	<input type="radio"/> Check # _____

Recital and session recording services must be scheduled in advance (preferably 4-6 weeks). Submission of this form alone does not imply that a recital/session will be recorded. Contact mark.benincosa@mail.wvu.edu to actually schedule a recording. This form and payment must be turned in ten calendar days prior to recital date.

Performers Name _____	
Date of Recording _____	Time _____
Location _____ <i>(must secure space with Operations Office)</i>	Projected length _____
Local Telephone _____	Local Address _____
E-mail address _____	_____

Service	Cost	Total
Recital/Concert Recording: 1 copy of tracked CD with basic editing	\$50.00	
Live Streaming of Recital and downloadable link	\$50.00	
Downloadable link of Recital/Concert Recording	\$35.00	
Additional fee for student recitals held in Clay, Falbo and Davis	\$12.00	
30% Late Fee (if applies)	\$12.00	
Recording Session: 1 edited CD	\$60.00 per hour	
Additional CDs available when purchased with package	\$5.00 per CD	
ADDITIONAL SERVICES		
Mixing, mastering, and editing	\$25.00 per hour	
Transfer to CD	\$20.00 per hour	
Equipment rental (Zoom H4N personal recorder, etc...) This requires a separate rental agreement be completed.	\$35.00 per day \$50.00 per weekend	
Other services (this section is to be completed by the Recording Engineer)		
	TOTAL	\$

I agree to the above recording request. I understand that I am to contact WVU Sound Productions at 304-293-4506 2 days prior to my recording to confirm dates and times. CD's will be available at Room 2028 approximately five business days after a recital. WVU Recording Services is not responsible for CD's not picked up within 2 weeks of recital date. **Make checks payable to "WVU School of Music, Recording Services".**

Performer's Signature & Date

_____/_____
Recording Engineer R.E. initials