



Recording Session Request Form

Please read the policies and procedures for our billing procedures, and information about the charges associated with recording session requests.

Your Information

First Name Last Name Phone Number

Email Address

Please note: Recording services are primarily for ESM, faculty, students and administration. Alumni requests may be considered as appropriate.

University Affiliation

- Administrator
- Faculty
- Staff
- Student
- Alumni

Session Information

Type of recording <input type="radio"/> Two-track <input type="radio"/> Multi-track	<u>Type of Project or Event</u> <input type="radio"/> Professional Project <input type="radio"/> JCM Project <input type="radio"/> Composition/conducting	Location <input type="text"/>	Please list your preferred session dates, with start times and end times <input type="text"/>
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Please note: JCM projects must have JCM Department Chair's approval. Composition/Conducting Ensembles Readings are coordinated by Yvette Singletary (Composition) and Katharine Zager (C&E)

Additional Services

- CD playback
- Monitors
- Sound Reinforcement
- Video

Please provide further details on services required

Please select the most appropriate instrumentation for your recording project:

- Full Orchestra
- Chamber Ensemble
- Jazz Ensemble
- Solo Instrument
- Solo Instrument with piano accompanist

Additional information, comments or special requests

I understand that project requests in excess of 15 hours cannot be processed during the academic year without approval from the T&MP Director. I have read and agree to pay for this recording session according to the T&MP policies:

I agree

If you have any questions, please contact the Technology & Media Production office. Thank you.

Please complete this form and print/save as a pdf document.
Email mediaproduction@esm.rochester.edu and include the pdf document as an attachment.