

# Recording Contract

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This form is due in the Music Office **six weeks in advance** of the scheduled recital.

Failure to submit this form on time will result in the event not being recorded or additional recording fees.

## **Event Information:**

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Performer(s)

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Event Title

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Date and Time of Event

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Date and time of Dress Rehearsal in Venue

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Venue Name and Street Address (if off-campus)

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Performer's Contact Information (Cell Phone & Email)

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Studio Instructor's Contact Information (Cell Phone & Email)

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Approximate Duration of Event

Access Details (if off campus). Please indicate which doors will be unlocked and when, etc.

Is there any electronic equipment to be used during the performance?

(If yes, please use the back of this form to describe the equipment and its use)

Yes  No

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To be completed by the Recordist:

## **Recordist Information:**

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Recordist Name

Contact Info (Cell Phone & Email)