



Name _____ Submission Date _____

Phone (local/cell) _____ Cal Poly Email Address _____

Check the purpose for recording:

- Senior Project/Recital (Senior Project Advisor and Applied Teacher signatures required)
Junior Recital (Applied Teacher signature required)
Minor Recital (Minor Advisor signature required)
Senior/Special Project (Senior Project Advisor signature required)
Dress Rehearsal/Special Recording Project (Faculty Advisor and/or Applied Teacher signatures required)

Cost: \$75 for an in-house venue, i.e. Room 218 (Details/additional service charges on next page)
\$125 for off-campus or an on-campus, non-Music Department venue

Note: A digital file/copy of the performance is provided. Special arrangements for a physical copy — CD/DVD format — should be coordinated with the department technician.

Date and Time of Event _____ Approximate Length _____

Location of Event _____

Type of Repertoire/Genre (solo piano, vocal quartet, percussion ensemble, etc.) _____

Student Signature _____

Student Secures Appropriate Signatures Before Submitting This Form

This proposed project/recital meets my approval:

Senior Project Advisor Signature _____ Date _____

Faculty/Minor Advisor Signature (Not for Senior Project/Recital) _____ Date _____

Applied Teacher Signature _____ Date _____

Department Use Only/For Senior Projects Only

Senior Project Coordinator Signature _____ Date _____

Explanation of Charges/For Any Type of Request

- Recording - basic service \$75
Extra recording services ~\$50
Extra Recordings
Total: \$

Explanation _____

Provided by _____

Recording Services Information

- The recording arts program attempts to provide recording assistants and equipment for recitals and events sponsored by the Music Department. To ensure high-quality recordings and to offer these services efficiently, it is necessary for you to complete this form as accurately and fully as possible. The Recording Services Request Form should be submitted at the same time that you submit the forms for recital or project/event approval.
- Music majors are required to have recitals and performance-related senior projects recorded. Senior Recitals (which are used to satisfy the Senior Project requirement) must be recorded by the department technician. For other recitals (junior/minor/etc.) you are not required to utilize the Music Department's services and may choose to utilize someone else; however, it is in your best interest that your recording be of professional quality. Minimum fees are charged for our services. These fees cover the costs of personnel to record the concert, equipment, recording medium, and a master digital copy of the performance. Special arrangements to receive a physical copy of the performance must be arranged with the department technician (CD or DVD), on a case-by-case basis. The minimum charge for the recording is \$75 for an hour-long recital. Minor editing is included in this fee; however, if more extensive editing is requested, then there will be an additional charge based on a sliding scale. *Recording fees for off-campus events or for non-Music Department campus venues, which are subject to approval, will be an additional \$50, and video-recording is not available through the Department for these venues.*
- Scheduling and Payment – the Recording Services Request Form should be submitted along with the recital/project form. Fees must be paid promptly via the Cal Poly Portal-Money Matters tab (RECITAL). Senior recitalists are expected to pay the Monday after the successful pre-recital completion. All others should make payments one month prior to their recital date. Recitals and performance projects are always scheduled on a first-come, first-served basis. Therefore, planning in advance is recommended.
- It is important that each request for recording an event be placed on a separate form.
- As the date of your event approaches, you may be asked for additional information such as repertoire, accurate timings, and information about special performance arrangements.