

# Recording Request Form

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Please complete the information below and submit to the Music Office (Goodwin 101).

After submitting this form, you will receive an email confirming whether Recording Technicians are available and if any further information is required. **If this request form is not submitted two weeks prior to the event, services are not guaranteed.**

Once a technician is assigned, please bring a check to the Music Office (Goodwin 101). **Checks must be made payable to your specific Department of Music technician.** If your event is not recorded, your funds will be returned to you. AU student rates are: \$30 for the first hour, \$20/hour for any recording done after the first hour. Any portion of additional time is paid at the hourly rate

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Name Date Submitted

E-mail Address Phone Number

Requestor is Event is  
Student Live performance  
Faculty Special Recording Session  
Visiting Artists

Delivery Process Format Options  
Shared Drive MP3  
Flash Drive\* WAV Video  
Dropbox Link email: AIFF

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Concert Date & Location Performer/Ensemble Name

Length of Concert (minutes) Number of pieces to be performed Will there be an intermission?  
Yes  
No

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Additional Comments:

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\* Please provide Recording Technician a flash drive