

**Request for Audio/Video Services**

This form must be submitted **at least two weeks** prior to the event. Students are required to pay a **\$90 deposit** that will be credited towards the final billing for labor and materials. **CD's must be picked up at the Music Building Stenographic Services Office (room 3042) within one week following the event date.** At that time, the remaining balance must be paid according to the attached invoice. Payment is by **check only**, payable to the University of Illinois.

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_

Status: \_\_\_\_\_ Faculty \_\_\_\_\_ Grad \_\_\_\_\_ Senior \_\_\_\_\_ Junior

Service: \_\_\_\_\_ Compact Disc Audio Recording \_\_\_\_\_ DVD Video Recording  
\_\_\_\_\_ PA/Sound Reinforcement System Required (CD playback etc)

**EVENT: DATE \_\_\_\_\_ TIME \_\_\_\_\_ LOCATION (indicate below)**

- |                      |                         |                            |
|----------------------|-------------------------|----------------------------|
| <u>KCPA</u>          | <u>Smith Hall</u>       | <u>Music Building</u>      |
| ____ (GH) Great Hall | ____ (RH) Recital Hall  | ____ (MB) Auditorium       |
| ____ (PT) Playhouse  | ____ (MR) Memorial Room | ____ (RS) Recording Studio |
| ____ (FT) Festival   |                         |                            |
| ____ (ST) Studio     |                         |                            |

Instrumentation \_\_\_\_\_

List the main selections of the program. Include items that are not to be recorded, such as intermission and CD playback only pieces. Note any unusual works or requirements. Accurate timings are helpful.

<u>Title/Group/Section</u>	<u>Length</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL LENGTH (recorded material only) \_\_\_\_\_

Number of Compact Disc copies requested: \_\_\_\_\_

Unless otherwise requested, concerts and recitals are recorded to CD-R. The artist should keep this master CD for their personal archives and future duplication requests. (Only School of Music faculty and ensemble concerts are archived by the Audio Department). Video recording on DVD is available. If more than one copy is needed, they can be ordered now or after reviewing the master.

**Rate: (2 hour minimum for recording sessions or recital recording) \$45 per hour**