

CU College of Music Audio Services**Recording Session Request**

Procedure: You must pay the reservation fee and reserve time in Grusin or the Chamber Hall through the Audio Office. The reservation fee will be credited to your final bill or forfeited if the session is cancelled with less than 48 hours notice. If possible, please bring someone to the session whose musical judgment you trust (teacher, friend) to act as a producer during the session. Please allow one week notice for scheduling.

Name _____ Instrument _____

Telephone _____ Email _____

Session date _____ Time _____ to _____ AM / PM

Location _____

Deadline for receiving your completed order: _____**(Please allow at least one week after your recording session.)**

Material to be recorded:

Composer	Title	Timing

I am familiar with the CU College of Music Audio Services policies and agree to all relevant terms and charges.

Signature _____ Date _____

Office Use: Res Fee paid: _____ Amount billed: _____ Date: _____