

CU College of Music Audio Services

Recital Recording Request

Name _____ Telephone _____

E-mail address _____

Location _____ Date _____ Time _____

Degree _____ Instrument _____

CHARGES: \$100.00

Covers stage manager and technician fees and two Compact Discs – one for the Music Library archive and one for the performer. If this performance is a Junior or a non-required recital, you will receive two CDs. This fee is due when you schedule your recital.

ADDITIONAL COPIES

Additional compact discs can be ordered now at the cost of \$8 per disc.

_____ CDs x \$8.00 = \$ _____

Payment is due at the time this form is submitted.

CDs can also be ordered after your performance at the regular rate of \$10 per disc. Please fill out a 'Duplication Request' form (found outside the Audio Services office) and submit it to the Audio Services office. Advance payment is required. **You will receive an e-mail notice when your order is completed, and all completed orders can be picked up in the main office, Imig room C103.**

PLEASE NOTE: Extensive sound reinforcement or anything else requiring additional personnel will be billed at the hourly rate of \$10.00. Please stop by the Audio Services office (C161) or call 2-5367 with any questions.

Signature _____ Date _____