

Recital Recording Information

➡ **Recordings are not free. This agreement must be accompanied by the appropriate fee and turned in to Mary Machuga in WG 122 no later than three weeks prior to the recital date.** If this agreement (along with payment) is not returned by the deadline, a late fee of \$10 will be assessed. Please make checks payable to **THE OHIO STATE UNIVERSITY.**

- Undergraduate Solo Recital \$50.00 (not required)
- Graduate Recital (2 CDs)* \$65.00 (required for graduate recitals meeting degree requirements)

* One copy of any graduate recital given towards completion of degree requirements will be retained by Recording Services and forwarded to the Music Library.

Please note that student public recitals are under time limitations specified in the Recital Packet. With the exception of extreme circumstances that are out of the performer's control, there will be an additional charge of \$10 for recitals that exceed the time limitations outlined in the packet.

It is our policy to include applause after pieces in live recordings and to edit the space between movements of multi-movement pieces. If you wish for the pauses in multi-movement pieces to be exactly as performed, please notify us on the recording agreement. Additionally, individual movements will each be delivered as separate files (for electronic delivery) or as separate tracks (on CD). If there are attacca movements in a work to be performed, or any other considerations that might make editing difficult, it is important to include accurate timings for each movement and a copy of the piece being performed in order to make certain that our edits are performed correctly. Without this information, we assume no responsibility for inaccurate edits between movements. You may include a copy of your music with your recording agreement, or you may scan it and e-mail it to mus-recording@osu.edu. If you send scans by e-mail, please include your name and the date of your recital in the subject line of your e-mail.

With the exception of Lecture Recitals, introductions, dedications, and other spoken segments are not included on recital recordings unless specifically requested in advance.

In order to set up and be available for sound check, audio recording technicians are required to arrive one hour before the scheduled start time of any event to be recorded. A sound check allows us to set optimum levels for each individual recording, and can usually be accomplished in 10 minutes or less. We strongly urge our clients to take advantage of this service by arriving early and being prepared to perform a few excerpts from their program that reflect the loudest sections of the material.

➡ **An electronic copy of your program in Microsoft Word format must be submitted to Recording Services at mus-recording@osu.edu no later than 2 weeks before the date of your recital.** Programs received later than 2 weeks prior to a recital will result in a delay of the delivery of recordings. **Please notify Recording Services as soon as possible if there are any changes to your program.**

Recordings of undergraduate recitals will be delivered electronically to the e-mail address on your recording agreement. Graduate students will receive both an electronic version of their recital and a CD hard copy. CD copies of any recital may be obtained by contacting Recording Services. A fee may apply.

If your program is accurate and we received it on time, the electronic version of your recital recording should be available within 72 hours of your recital.

Questions? Please contact Recording Services at 292-7899 or mus-recording@osu.edu.

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Name _____ Phone _____ - _____ - _____

E-mail _____

Instrument _____

Major _____

Degree: _____ Bachelor's _____ Master's

_____ Doctoral

Recital Date _____

Recital Time _____

Location: _____ Weigel Auditorium

_____ Hughes Auditorium

Is this a shared recital? _____ *(If yes, each participant will receive a copy of the entire recital.)*

_____ Undergraduate solo recital (electronic delivery) \$50.00

_____ Undergraduate shared recital \$30.00 **per student**

_____ Graduate recital (2 CDs + electronic delivery) \$65.00

Required for graduate recitals that apply to degree requirements. One copy of any graduate recital given towards completion of degree requirements will be retained by Recording Services and forwarded to the Music Library.

Digital master copies of recitals are retained for one year from the date of the recital.

IMPORTANT! An electronic copy of your recital program, in Microsoft Word format, must be submitted to Recording Services at mus-recording@osu.edu no later than 2 weeks prior to the date of your recital.

Program changes can occur at the last minute. Please notify us as soon as possible of any changes to your program.