

MSU Recording Request Form

Print this page and return to **Dr. Patilla**
no later than two weeks in advance of your event.

Event & Requester Information

Title of Event: _____

Location: _____ Date: ___ / ___ / ___

Requested by: _____ netID: _____

Date Requested: ___ / ___ / ___

Recording Fees

Recordings can be picked up from the Department of Music office. Recording fees can be paid with cash, check or billed to your MSU account.

Recording Fee: \$25.00

Additional copies: (_____ @ \$5.00 ea.) \$ _____

TOTAL: \$ _____

(recording fees are due on delivery)

Payment by MSU AR Account

I hereby authorize the Department of Music to charge the above recording fees to my Mississippi State University AR account.

MSU ID: _____

Signature: _____

Recording Engineer: _____

Notes/Comments: _____

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Recording Policies and Procedures

In order for a concert to be recorded, the MSU Recording Form must be submitted in **hard copy to Michael Patilla two weeks in advance of the event.**

The cost for recording any concert will be \$25.00. This includes one CD copy. Any additional copies will be produced at a cost of \$5.00 per copy. Payment is due upon delivery.

Tips for a Good Recording

Concerts will be recorded on one CD. It is recommended that concerts include no more than 75 minutes of music to ensure that the entire program will be recorded.

The recording engineer watches the conductor and/or performer(s) to precisely record the beginning of the performance as well as the beginning of each complete work. Avoid confusing gestures that make it difficult for the engineer to know when to start recording.

Take an appropriate amount of time between the movements of multi-movement works (6-10 seconds). If the performer waits 45 seconds between movements, there will be 45 seconds of silence on the recording. Appropriate timing between movements is more conducive to a better recording and is better from a programming standpoint as well. The amount of time between complete works is less important as the recording is paused.

Meet with the recording engineer before the performance (30-60 minutes) to explain anything that might not be clearly expressed in the printed program.

Your Feedback Requested!

After receiving and listening to your recording please take a few moments to send your comments to Dr. Patilla. You can use this sheet or send an email.

Title of Event: _____

Location: _____ Date: ____ / ____ / ____

The quality of the recording was: _____ Excellent - Good - Fair - Poor

The professionalism of the recording engineer was: _____ Excellent - Good - Fair - Poor

Comments: