

AUDIO-VIDEO SERVICES REQUEST FORM 2007

(Use this form to request recordings of individual recitals and for recording sessions)

SFCM Recording Studio

415-503-6266

joconnell@sfc.edu

WHAT TO DO:

AT LEAST TWO (2) WEEKS BEFORE THE RECORDING DATE*:

1. RESERVE TIME in one of the halls through the Concert Office before completing this form!
 2. FILL OUT THIS FORM and PAY at the BOX OFFICE (1st floor)
- You may also pay by credit card over the phone at either 415-503-6266 or 415-503-6236

YOUR NAME(S) _____ TODAY'S DATE _____

INSTRUMENT(S) _____ PHONE NO. _____

RECORDING
DATE _____ TIME _____ LOCATION _____

PLEASE INDICATE WHICH A/V SERVICES YOU ARE REQUESTING:

CONCERT RECORDING AND AMPLIFICATION:

- Concert Audio Recording on compact disk(s): _____ (\$65.00)
- Concert Video Recording on DVD disk(s): _____ (\$85.00)
- Both Video & Audio Recordings on DVD & CD: _____ (\$110.00)
- Sound amplification, tape/CD/video playback, etc: _____ (\$75.00)

RECORDING SESSION:

- Recording session (2 hours) on Audio CD¹: _____ (\$85.00)
- Recording session (2 hours) on DVD: _____ (\$85.00)

1. A half hour editing session is included in this price. This session will be used for simple editing, compilation of a master CD and label production. Please schedule this with the technician following the recording session.

PLEASE ARRANGE FOR MUSICIANS TO BE PRESENT 30 MINUTES BEFORE
RECITALS FOR A SOUND CHECK.

Please note that these charges are for time and materials of the recording session only.
It does NOT INCLUDE cost of editing and creation of a final master CD/DVD or any copies thereof.

*We cannot provide a recording engineer if we receive this form less than 2 weeks before the recording date. Cancellations less than 24 hours before a recording date are subject to a \$25.00 fee.