



RECORDING SERVICES CONTRACT

The University of Redlands School of Music provides recording services for School of Music events including all student, faculty, guest artist, and chamber recitals, as well as ensemble concerts. These recordings are scheduled automatically and are for archival purposes only. A CD will be delivered to the ensemble director or student/faculty performer within two weeks. Recordings are only made available to those individuals performing on the recorded concert or event. Any individual requesting a copy of a recording that he/she was not a performer on will need to obtain written permission from the recorded concert's performers in order to receive a copy.

*Recordings may not be used for broadcast and/or commercial purposes without the express written consent of the University of Redlands School of Music. Duplicate copies of the recordings may not be created.

Students can request individual or chamber recording sessions for competitions, grad school applications, summer camps, or demos. To request a recording session with a School of Music Audio Engineer, please review and complete all information on this form. One of our Engineers will contact you to coordinate the details of your request.

Procedure for requesting a recording session:

1. Fill out the attached Room Request Form. If the Room Request Form is incomplete, it will be returned to you and will hold up the processing of your order. Engineers cannot be assigned and production will not begin until all necessary information is provided.
2. **Anyone requesting a recording session is responsible to find an available date in Frederick Loewe Performance Hall via [R25 Webviewer](#) before submitting this form.**
3. After the form is submitted, a School of Music Audio Engineer will contact you to discuss the details of your session. We will determine the availability of our resources (staff & equipment) and schedule your session if possible.

Policies:

- No editing will be done on competition recordings.
- The School of Music provides a maximum of four hours at no charge to University of Redlands students and faculty. This includes setup, recording, editing, and tear down. Additional time will be charged at a rate of \$20 per hour.
- Recording sessions for alumni are charged at a rate of \$20 per hour and include Frederick Loewe Performance Hall, a student audio engineer, equipment, and one master copy on compact disk.
- Extra or additional sessions are at the discretion and availability of the Engineer and are not guaranteed.
- Show up to your Session prepared and on time. Be courteous and professional about keeping your scheduled appointment times and in the manner in which you do your studio work. This is good training for future opportunities, and will be rewarding in the long run.
- The equipment and services are only available for University of Redlands projects.
- **These services are for University of Redlands students, faculty, administration, staff, and alumni only.**



SCHOOL OF MUSIC ROOM REQUEST FORM

Name: _____

Email: _____ Cell #: _____

***Find an available date in Frederick Loewe Performance Hall via [R25 Webviewer](#) before submitting this form.**

Date Submitted: _____ Date Requested: _____

Purpose: _____

Event Start Time: _____ End Time: _____

Room Requested: _____

Equipment Requested (if any): _____

List all participants (University of Redlands students, faculty, administration, staff, and alumni only):

Additional comments or requests: _____

☐ I acknowledge that I have read and agree to abide by the policies outlined in this document.

Please complete this form and print/save as a pdf document.

Email chapel_music@redlands.edu and include the pdf document as an attachment.

OFFICE USE ONLY

Date Received: _____ Date Blocked: _____

Room Blocked: _____ Engineer Assigned: _____

Event Tentative: _____ Event Confirmed: _____