

**Eastern Illinois University  
College of Arts & Humanities  
Department of Music**

**Recital Recording Policies and Procedures**

To arrange for your recital to be recorded, please download and complete the "Recital Recording Request Form":

<http://www.eiu.edu/~music/current/forms.php>.

Recital recordings must be arranged *at least three weeks* before the recital date. To ensure proper CD labeling, please email a copy of the program information to [mbrubel@eiu.edu](mailto:mbrubel@eiu.edu).

**Fees:**

Recital Recording fee is \$60, including one edited and labeled CD-R to be available within 30 days after recital; additional CD's may be purchased at a cost of \$5 each.

**Payment:**

\$30 deposit due with request form. The \$30 balance is due the day after approved recital preview. Please make checks payable to Eastern Illinois University, and return with completed Recital Recording Request form to the Music Department Office, room 2620.

**Cancellation/Rescheduling:** If recital preview is not approved or student chooses to cancel recital, the \$30 deposit is retained, but will apply to rescheduled recordings. The Recording Service requires three weeks notice for rescheduled recordings also, and as before the balance of recording costs are due the day after the approved preview. If the recital is rescheduled with less advance time, it will be recorded only if it can be accommodated on the recording studio calendar. If the rescheduled date cannot be accommodated, a full refund will be issued.

Please feel free to contact us:

EIU Music Recording Service  
Mark Rubel, Recording and Audio Director  
Email: [mbrubel@eiu.edu](mailto:mbrubel@eiu.edu)  
Telephone: 217.581.5925

Thank you.