

**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" at <http://www.eiu.edu/~music/current/forms.php> or, pick up a form at the EIU Music Office.

Fall Semester recital recordings must be arranged at least threeweeks before the recital date, and Spring Semester recital recordings must be arranged at least four weeks before the recital date.

Feel free to call 581-5925 or email with any questions, and please be sure to email a copy of the program information to: eiurecordingstudio@gmail.com.

Fees

Recital Recording fee is \$60. Fee provides one edited CD-R, available within 30 days after recital; additional CD's may be purchased at a cost of \$5 each. There will be an additional \$5 fee per re-editing request.

Payment

\$30 deposit due upon completion of request form. The \$30 balance, plus any additional CD requests, is due the day after approved recital preview. Please make checks payable to Eastern Illinois University.

If recital preview is not approved or student chooses to cancel recital, the \$30 deposit is retained, but will apply to rescheduled recordings. The student must re-book a new recording at least 30 days in advance of the rescheduled recital date, and the balance of recording costs will be due the day after the approved preview. If the recital is re-scheduled in less than thirty days, 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.

Recording Venues

McAfee North and South Auditoriums
Tarble Arts Center
University Ballroom and Grand Ballroom in the Student Union
Wesley United Methodist Church
Newman Catholic Center

I agree to the recital recording policies and procedures as stated above, and acknowledge receipt of a copy of said policies and procedures.

Signature

Date