

# Department of Music

## Recording Procedures and Policies



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### **Official Department of Music Events (faculty recitals, student degree recitals, ensemble concerts, guest artists)**

Complimentary recordings of all official department events will be provided to the performer or ensemble director. Recordings will consist of stereo audio and 720p video for events held in the recital hall or room 150. Off-campus events will be stereo audio only.

Live streaming is also complimentary but must be requested at least two weeks in advance. Performances will not be live streamed unless requested.

A recording sound check is strongly recommended. Optimum sound levels cannot be assured without a short sound check before the performance. An engineer will be available for a sound check 30 minutes prior to your performance start time.

When your recording is ready for distribution, you will be notified by the main music office (approximately one week after the event). A BOX link will be sent and you will have access to download your recording for the next 14 days, after which point the link will expire.

Editing or post-production services including audio or video enhancement are not complimentary and require the submission of the recording form (indicating post-production work is to be done). Payment should accompany the form.

### **Recording Sessions**

Scheduling of sessions will be dependent on room and engineer availability. The recording request form must be completed and submitted along with payment two weeks prior to the session. When the form is received we will either confirm your preferred date and time or suggest an alternative if your preference isn't available.

The engineer will set up in advance and the session will start and end promptly at the designated times:

- The session will begin with a brief sound/level check. This is part of your allotted time.
- We cannot extend your time if you are late, or unhappy with your performance.
- Any warm-up you require in the recording space will be part of your time allotment.
- Time extensions or rescheduling may be appropriate if we encounter technical difficulties.
- Reservations can be made from 1-3 hours in 1 hour increments.
- A piano will be available for use. You must supply any other instruments.

Post-Production work (audio/video enhancement, fades, graphics, etc.) is available and should be selected on the recording form if desired. The nature of the work to be performed must be provided to the recording engineer.

When your recording is ready for distribution, you will be notified by the main music office (approximately one week after the event). A BOX link will be sent and you will have access to download your recording for the next 14 days, after which point the link will expire.

4 tracks are the maximum for multitrack recording.

All audio recordings will be made in either two channel stereo or multitrack audio at 48k/24 bit resolution. Video will be recorded in 720p, mp4/.H264. Requests for higher video resolution (1080p) must be made in advance.

### **Non-Degree Live Performances**

All procedures for completion of the recording form, payment, media distribution, and post-production will be the same as those for recording sessions, described above.

A recording sound check is strongly recommended. Optimum sound levels cannot be assured without a short sound check before the performance. An engineer will be available for a sound check 30 minutes prior to your performance start time.

### **Live Streaming**

Live streaming of non-degree live performances is available and must be made at least two weeks in advance of the event. The event will be streamed in stereo audio and 720p video resolution. 1080p video is not available for live streaming.

You will be provided a private link to the live stream that you may distribute. Streaming of the event will start approximately five minutes before the actual performance. The link will become inactive at the conclusion of the performance.

# Department of Music Recording Request Form: Recording Session/Non-Degree Recital

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\*Please read and understand the instruction sheet for requesting/receiving your recording.

\*\*This form must be submitted to the music office at least two weeks prior to the proposed recording date.

Performer/Director:

Instrument(s)/Ensemble:

Email:

Phone:

AU Student

AU Faculty

Other

Preferred Date:

Preferred Time:

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**Select your package.** All payments must accompany this form. You will not receive your recording until your payment has been received. Sessions may be scheduled up to a 3 hour limit.

**Two Channel (Stereo) Audio: \$25/hour**

**Multi-track Audio: \$35/hour** (Limit 4 tracks)

**Audio + Video: \$35/hour** (Goodwin Recital Hall Only. One static camera shot, stereo audio)

**Multi-cam Video: \$40/hour** (Goodwin Recital Hall Only. Two camera Angles, stereo audio)

**Post Production: \$15** (includes fades, audio/video editing or enhancement, video graphics)

**Live Streaming: \$10** (please see the recording information sheet for procedures)

**Recording Hours Requested:**

(minimum 1, max 3)

**Total Due:**

\*All audio will be recorded 48k/24 bit resolution and distribute as a .wav file.

\*\*All video will be recorded in 720p resolution as an .mp4 / H.264 by default. Video resolution of 1080p must be requested in advance. Any custom graphics desired must be submitted with this form.

\*\*\*Payment must accompany this form. Checks should be made out to AU Department of Music. Sessions will not be scheduled until payment is received.

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**Department Use Only**

Received By:

Date Submitted:

Paid: