

REQUEST FOR RECORDING SERVICES

This form is for extra recording services beyond what is posted on the MUS 21 list. All recording services must take place in Sheslow, PAH or TJC. All (faculty and student) requests must be submitted to the Fine Arts Manager two weeks prior to the requested recording date for scheduling purposes. All payments must be submitted by one week prior to the scheduled recording date.

Name: _____ Today's Date: _____

Requested recording date and time: _____

Requested recording venue: _____ Accompanist (if applicable): _____

Purpose of recording: _____

Have you confirmed space is available at that date and time? Yes ___ No ___ (if not, please seek out the Fine Arts Manager to schedule a location).

Students – provide your banner ID number: _____

The recording fee for all students is \$25 per two hours of recording, which includes staffing fees and equipment costs. All payments must be turned into the Fine Arts Manager's Office.

By signing below, you agree to pay any costs accrued *at least one week before the recording date*. If payment is not received at this time, you run the risk of your recording session being cancelled. All checks are made out to Drake University, and in the memo write recording.

name

date

Office use only:

Name of staff working session: _____

Hours worked: _____