

# MSU Recording Request Form

Please complete this form and submit it to Michael Patilla  
no less than two weeks before the event to be recorded.

Title of Event: \_\_\_\_\_

Date of Event: \_\_\_\_/\_\_\_\_/\_\_\_\_

Location: \_\_\_\_\_

Requested by: \_\_\_\_\_

Date Requested: \_\_\_\_/\_\_\_\_/\_\_\_\_

*\$25.00 recording fee is due upon delivery and includes one CD copy of the performance. Each additional copy is \$5.00.*

Additional copies requested: \_\_\_\_\_

## Recording Policies and Procedures:

No concerts will be recorded automatically. In order for a concert to be recorded, the MSU Recording Form must be submitted in hard copy to Michael Patilla two weeks in advance of the event.

The cost for recording any concert will be \$25.00. This includes one CD copy. Any additional copies will be produced at a cost of \$5.00 per copy. Payment is due upon delivery.

### Tips for a good recording:

Concerts will be recorded on one CD. It is recommended that concerts include no more than 75 minutes of music to ensure that the entire program will be recorded.

The recording engineer watches the conductor and/or performer(s) to precisely record the beginning of the performance as well as the beginning of each complete work. Avoid confusing gestures that make it difficult for the engineer to know when to start recording.

Take an appropriate amount of time between the movements of multi-movement works (6-10 seconds). If the performer waits 45 seconds between movements, there will be 45 seconds of silence on the recording. Appropriate timing between movements is more conducive to a better recording and is better from a programming standpoint as well. The amount of time between complete works does not matter because the recording is paused.

Meet with the recording engineer before the performance to explain anything that might not be clearly expressed in the printed program.