



Desautels
FACULTY of MUSIC

Recording Booking Form

Recording sessions are booked in a minimum of 2-hour blocks of time. The first 30 minutes of your booked session time will be used for equipment setup and sound check. Therefore, a 2-hour recording session will result in 1.5 hours of actual recording time. Clients must be present at the start of the session while the engineer is setting up the equipment and may use this time for general warm-up and/or rehearsal until the engineer is ready to begin the sound check.

CLIENT INFORMATION:

LAST NAME:

FIRST NAME:

PHONE #:

EMAIL ADDRESS:

Student

Faculty

PURPOSE OF RECORDING:

Academic Project:

Audition Material:

Competition Material:

Other _____

RECORDING SESSION ROOM REQUEST, (please note we will try our best to accommodate room requests as per your need, but this may not be always possible)

T2-145

T2-266

T2-272

T2-175

Please list three choices of recording dates and times:

- 1. Date: _____ Time: _____
- 2. Date: _____ Time: _____
- 3. Date: _____ Time: _____

Please note total time of material to be recorded:

Please list complete instrumentation/voices of recording session:

FOR OFFICE USE ONLY ---

Signature of Facilities Coordinator/Sound Engineer: _____

Date: _____

Session Request: Approved Denied

Date of Email Notification: _____

INVOICE #: _____