



APPLICATION FOR FACULTY RECORDING SERVICES

Complete this form and return it to the Associate Dean of the Conservatory. Approval and amount of underwriting is not guaranteed until this form has been completed and signed by the Associate Dean. Obtain an estimate of recording, editing and mastering costs from [Recording Services](#) and submit a copy of the estimate with this form. Estimates will vary greatly depending on type of recording technique and required amount of editing and mastering time.

NOTE: The Recording Studio will provide the faculty member with a compact disc master. All other aspects of CD production (duplication, graphics, etc.) are the sole responsibility of the faculty member.

Faculty member's name: _____

Application Date: _____

PURPOSE OF RECORDING

1. Please provide a description and purpose of the proposed recordings:

INFORMATION ON RECORDING SESSIONS

In general, it is encouraged that faculty recording sessions take place during the summer or the break between terms I and II. Recordings during the academic year can prove difficult to schedule.

- 2. List composer, title, and duration of each piece to be recorded.

COMPOSER	TITLE	LENGTH

- 3. List the proposed dates and times in which *recording sessions* will occur.

DATE	TIME	SESSION LENGTH	ROOM or SITE

Room reservation *must* be approved by Julia Jackson at the Conservatory Office.

MIXING AND EDITING

Mixing and editing will not begin until all recording sessions have been completed. Once the mixing and editing process begins, it must be completed before more recording sessions can start. If you are recording material to put “in the can” for a future CD, you can mix and edit it now or wait until all material for the CD has been recorded to mix and edit everything at the same time.

COMPULSORY MECHANICAL LICENSE

(Payment of royalties/securing permission to arrange and record music)

Under copyright law, permission to record must be secured from the copyright owner and royalties paid on *all* recordings made and distributed, whether “for profit” or not. In addition, if you want to arrange, adapt, orchestrate, simplify, edit, or translate any piece of music, you must ask permission from the copyright owner before doing so. For faculty projects, securing permission to arrange and/or record, as well as payment of royalties, is the sole responsibility of the faculty member. The Recording Studio will not release the CD master without complete documentation that all applicable permissions have been secured. See [“Copyright and Licensing Pointers”](#) [link] for more information on copyright issues and guidelines to assist in securing permission to arrange or record music.

APPROVAL _____

DATE _____

Percentage of Underwriting

Maximum Dollar Amount of Underwriting