NIU SoM Recording Services Request Form

All NIU Large/Student Ensembles, Guest Artist, and Faculty Recitals are automatically slated for recording. Please only use this request sheet for Student Recitals and any live sound reinforcement needs. All requests must provide a minimum of two-weeks notice prior to the event. Any requests submitted within less than two weeks of the event will be considered and recorded at the discretion of the Recording Studio. If recorded, there will also be a $25.00 late fee added to the total remaining cost.

Event Information
Event:
Date (MM/DD/YY):
Time:
Location:
Approximate Duration:

Contact Information
Name:
Email:
Phone:
Office Number:
Date Submitted (MM/DD/YY): Late

Request Details (Check all that apply)
- Audio Recording (CD)
- Video Recording (DVD)*
- Webcast*
- Single PA
- Projector Setup
- Other Live Sound (list below)
- Other Video (list below)

Additional Details: ____________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

After submitting this form, a member of the Recording Crew will contact you via email to confirm the details of your event.
*All services involving DVD/Webcasting will also be accompanied by an audio recording

Recording Costs
Deposit (non-refundable): $20 (assessed against total invoice)
Student Labor: $17.50 per hour
CD/DVD: $6 per CD/DVD

Amplification Costs
Student Labor: $17.50 per hour
Rental Fee: $20 per unit
Covers: 6 microphones and 2 speakers

Video Support /Recording & Webcasting Costs
Student Labor: $17.50 per hour
Rental Fee: $20 per unit
Covers: Projector, Screen
Webcast: $20
Video Recording: $30

Media Information
CD: Tracked and mastered according to recital program
DVD: Unedited and in a single title/chapter format

Errors for which Recording Services is responsible will result in a refund of associated fees
Audio recordings will be archived; Video recordings and webcasts will not be archived
Deposits on cancelled recitals cannot be refunded or transferred

COMPLETED RECORDINGS WILL BE AVAILABLE IN THE MUSIC OFFICE
Professional multi-track audio and video available on request; contact dan.art.nichols@gmail.com for more information.