

# Audio Services Request Form 2007-2008

Use this form to request **audio recording, video recording, or amplification** for your recital. *This form must be filled it out completely before your recital can be scheduled; even if you are not requesting services!*

Your Name \_\_\_\_\_ Phone \_\_\_\_\_

email \_\_\_\_\_

Campus Address \_\_\_\_\_

Recital date \_\_\_\_\_ Time \_\_\_\_\_ Venue \_\_\_\_\_

What time do you have the hall reserved? From \_\_\_\_\_ To \_\_\_\_\_

Type of recital (ie: Junior Recital, etc.) \_\_\_\_\_

Your Instrument \_\_\_\_\_

Recital Instrumentation \_\_\_\_\_

Check all services you need:

No Services

CD Audio Recording Only \$75 - Date paid \_\_\_\_\_ Received by \_\_\_\_\_

DVD Video and CD Recording \$150 - Date paid \_\_\_\_\_ Rec'd by \_\_\_\_\_

**Note: DVD Video Recording requires that CD Audio Recording be done as well.**

Amplification: **additional** \$75 - Date paid \_\_\_\_\_ Received by: \_\_\_\_\_

What *exactly* do you need amplified? \_\_\_\_\_

Questions about the above section? Contact [lamontaudio@du.edu](mailto:lamontaudio@du.edu)

Please pay cash or with a check payable to University of Denver to Arielle or Ruth in the music office at the time of booking your recital, but no later than when you pay for your programs and bring the receipt to the PR office with the last proof of your program.

All materials will be delivered to the Lamont School of Music office two weeks after the event. Please do not contact anyone regarding your materials unless they do not appear in the office by this date.

So important not to write below this line!

Received \_\_\_\_\_

CD master \_\_\_\_\_

DVD Master \_\_\_\_\_

Dub/delivery \_\_\_\_\_

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

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

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

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