

# Audio Recording Service Request Form

## For All Curricular Music Performances

University of Central Oklahoma  
 School of Music  
 100 North University Drive  
 Edmond, OK 73034

### INSTRUCTIONS

Fill out the information below as completely as possible and deliver a hard copy to the SOM Computer Lab (room 112) during open lab hours to Audio Recording Service Director Mr. Bryan Mitchell **at least two weeks** prior to the event date. After submitting the form, you will be a confirmation call or email notifying you of what services will be available, how many of your preferences can be accommodated and what to do next.

**NOTE: If this request form is NOT submitted at least two weeks prior to the date of the event, we cannot guarantee any of our services will be available. Requests are honored on a first-come-first-served basis.**

### REQUESTOR INFORMATION

Name:		Requestor is: <input type="checkbox"/> Faculty <input type="checkbox"/> Student
Phone:	Email:	
Requestor's signature:		

### EVENT INFORMATION

Location:	<input type="checkbox"/> Music Bldg 101 (Recital Hall)	<input type="checkbox"/> Music Bldg 135 (Choir Rm)	<input type="checkbox"/> Music Bldg 104 (Band Rm)
	<input type="checkbox"/> Mitchell Hall Theatre	<input type="checkbox"/> UCO Jazz Lab	<input type="checkbox"/> Y-Chapel <input type="checkbox"/> Other:
If a non campus venue, provide contact information for a venue representative:			
Date:	Time:	<input type="checkbox"/> AM <input type="checkbox"/> PM	Ticket-assigned seating? <input type="checkbox"/> Yes <input type="checkbox"/> No

### PROGRAM INFORMATION

Performance title:			
Featured performer/ensemble name:			<input type="checkbox"/> Student(s) <input type="checkbox"/> Faculty <input type="checkbox"/> Visiting artist(s)
Will there be an intermission: <input type="checkbox"/> Yes <input type="checkbox"/> No		Number of pieces to be performed:	
Movements – If any programmed pieces have multiple movements, list <b>each</b> of those pieces by their program order number and how many movements those pieces have. Example: "Pieces 1, 5 & 6 have 3 movements"			
Piece(s):	has/have:	movements	Piece(s): has/have: movements
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### EDITING, ARCHIVAL AND PRINTING OPTIONS

Editing/archival preferences (Check all protocols you wish to opt out of – defaults are encouraged)		CD label – text layout preference: (Illustrate how label text should appear)
Seamless track division of movements – applied by default	<input type="checkbox"/> Omit	
Long silences between movements – retained by default	<input type="checkbox"/> Omit	
Tuning notes between movements – retained by default	<input type="checkbox"/> Omit	
Spoken song introductions – omitted by default	<input type="checkbox"/> Retain	
Environmental noise (Ex. A/C hum) – reduced by default	<input type="checkbox"/> Retain	
Archival at Max Chambers Library – archived by default	<input type="checkbox"/> No	