



## School of Music Additional Recording Services Request

Additional recording/production services are \$40.00 per studio hour. For recording sessions, please allow for a half-hour setup, recording, and any post-production time. Checks made out to The University of Akron School of Music should be submitted to the recording engineer after the session/production, in which you will then receive your product.

Please complete the form below and mail to:

**The University of Akron  
School of Music Recording Services  
302 Buchtel Common  
Akron, OH 44325-1002**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

---

Service required (check one)

Re-master audio                       Re-master video

Live recording session               General post-production

---

**Date/Time** you have reserved Guzzetta Recital Hall for recording.

*\*NOTE: It is the responsibility of the individual performer to reserve the recital hall NOT recording services.*

Date(s) \_\_\_\_\_ Time(s) \_\_\_\_\_

Thank you! We will contact you within one week of submitting this form to verify engineer availability and confirm the specific needs of your recording request.

**www.uakron.edu/recording  
uarecordings@mac.com  
Phone:330-972-2514**

---

### For Office Use Only

Hours of recording service \_\_\_\_\_ (x \$40) Total \_\_\_\_\_

Payment Received  Date: \_\_\_\_\_ Cash \_\_\_\_\_ Check# \_\_\_\_\_