

## **Recording Policies**

1. For all questions and concerns regarding events recorded in Guzzetta Hall please contact the studio at [uarecordings@mac.com](mailto:uarecordings@mac.com).
2. The \$50 recital fee for the use of Guzzetta Hall entitles the performer to one DVD and one CD copy of the performance. Each track will contain pieces in their entirety. Multi-movement pieces will be captured on one track with no breaks.
3. After a recital is scheduled through Kimberly Bradfield (Band Office) and the recital fee is paid, the date and time of the performance will be added to the recording services calendar. (Located on the bulletin board outside of the recording studio). In order that your performance may be accurately recorded, be sure the date and time noted is indeed correct. If not, please direct your concerns to the above contact information.
4. After the completion of your performance please allow one week to receive your recording. Once archival duplication has taken place the recording will be taken to the main office, where it may be retrieved upon proper identification of the performer. (University or other significant ID must be shown) For large ensembles, faculty members, and GTA recording will be placed in the appropriate University mailbox.
5. The Recording services are not in charge of set up or tear down of stage equipment (pianos, chairs, stands, etc.). Please make appropriate arrangements to be sure Guzzetta Hall is properly prepared and closed for each performance.

## **Duplication**

1. In order to achieve efficiency and quality, all duplication requests must be made through the recording services and main office.
2. To receive a duplication of a performance, please fill out a "Performance Duplication Request Form". You must include the name of the performer/group, time and date of performance. After the form is completed it must be taken to the main music office accompanied by a check made for the appropriate amount to "University of Akron School of Music." Prices for DVD copies are \$15 each and CD copies are \$10 each.
3. Please allow one week to obtain your copy from the main office upon verification using significant ID.

## **Additional Services**

1. Additional audio/visual services are available. These service include:
  - a. Re-mastering audio (ex. Taking a live performance and editing out silence, adding tracks, creating an audition tape or demo-quality product).
  - b. Re-mastering video (ex. Taking an unedited video of a performance and creating separate chapter markings for each segment of the performance allowing for easy DVD navigation)

- c. Non-performance audio or visual recording sessions (ex. Creating an audition tape or demo by performing multiple take of the same piece and selecting the best take or portion of a take to create the desired recording.)
  - d. Multi-microphone recording sessions. (This method is similar to multi-track recording. An option of this nature is more time consuming and costly. However, it does allow for multiple instruments to be individually recorded and microphoned at the same moment allowing for a clear and balanced live recording.)
2. These additional services must be scheduled in advance. Pricing for each additional service is on an hourly basis. Estimates for the amount of time a project will take will be construed on an individual basis between the studio engineers and client. This estimate will include the time for setup/teardown of equipment, recording time, reproduction materials, and editing/re-mastering time.
  3. To schedule an additional service please fill out and “Additional Recording Services Form” and deposit it into the recording studio mailbox. Be sure to include specifics about the service desired, performer or performers instrument/vocals involved, and contact information in case there are additional questions on behalf of the recording studio.
    - a. Once a form is received the studio engineers will review the request to derive an estimate. (Estimates are only that and may be changed with significant prior notification to the client)
    - b. In order to solidity and “additional services” session, a deposit of half of the estimated cost must be paid. Checks should be made out to “The University of Akron, School of Music.”

### **Pricing**

CD Duplication	\$10
DVD Duplication	\$15
Re-mastering audio/video recording (for most projects estimate a minimum of 2 hours)	\$40/studio hour
Live non-performance recording sessions (ex. For 1 hour of actual recording time allow for a minimum of 3 hours of studio time)	\$40/studio hour
Multi-microphone/multi-track recording sessions (Allow for a minimum of 4 hours of studio time)	\$40/studio hour