

Recording Services Request

To schedule recording services, submit a request **no later than four (4) weeks** before the recital/project date. Requests after this deadline are subject to the approval of Concert Management Office technical services staff.

Payment must accompany a recording request before services will be scheduled and confirmed. Submit payment for recording fees at the CMO ticket office window.

Part 1 – Student Information

Name (first and last)

Email Address

 @u.northwestern.edu

Instrument / Voice Category

Applied Professor

Phone Number (with area code)

Part 2 – Performance Details

DAY of WEEK

MONTH, DAY, & YEAR

RECORDING START TIME

RECORDING END TIME

VENUE

Part 3 – Recording Services

Service	Cost	Time	TOTAL PAID
<input type="checkbox"/> Recording, Mastering, and File Delivery	\$100.00	Up to two (2) hours	<input type="text"/>

Part 4 – Signature & Payment

I understand the Concert Management Office cannot be held responsible for technical malfunctions, acts of God, blackouts, brownouts, building HVAC issues, or other problems beyond its control. Liability is expressly limited to the price paid for services.

Student Signature

Date

ATTACH RECEIPT HERE