

# Concert Recording Request

Version 2.0 (Fall 2018)

**Northwestern**  
BIENEN SCHOOL OF MUSIC

Use this form to request archival recordings of Bienen ensemble, faculty, or guest artist concerts. Proof of payment must accompany this request before files will be delivered, and fees should be paid at the Concert Management Office ticket sales window. **Recordings are only provided electronically as full-resolution .wav files.**

## Part 1 – Customer Information

Name *(first and last)*

Email Address

Phone Number *(with area code)*

Category *(choose any that apply)*

Those listed below may receive mastered files of the performance, at no cost.

- Conductor                       Featured soloist *(e.g., piano concerto)*  
 Faculty performer               Guest artist performer

## Part 2 – Performance Details

ENSEMBLE / PERFORMER

CONCERT DATE

CONCERT START TIME

VENUE

## Part 3 – Recording Distribution

Files are typically delivered within three (3) weeks after the performance date.

Service

Digital File Delivery

Cost

\$10.00

TOTAL PAID

## 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. I agree not to reproduce, distribute, or sell this recording in any format.

Customer Signature

Date

ATTACH RECEIPT HERE