

# Concert Recording Request

Version 4.0 (Fall 2020)

# Northwestern

BIENEN SCHOOL OF MUSIC

Use this form to request archival recordings of Bienen ensemble, faculty, or guest artist concerts, at no charge. Recordings are only provided electronically as full-resolution .wav files. ***Recordings are for archival and educational purposes only and may NOT be reproduced, distributed, or sold in any format.***

Submit completed request forms to [musicechnicalservices@northwestern.edu](mailto:musicechnicalservices@northwestern.edu).

## Part 1 – Requestor Information

Name (first and last)

Email Address

Phone Number (with area code)

Northwestern Affiliation (e.g., current student, faculty member)

## Part 2 – Performance Details

<u>Ensemble / Performer</u>	<u>Concert Date</u>	<u>Concert Start Time</u>	<u>Concert Venue</u>
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*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.*