

Recording Services Request

Version 4.0 (Fall 2020)

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. **Currently, only checks—made payable to Northwestern University—can be accepted for recording services.** Call (847) 491-5441 to make arrangements to deliver payment to the Concert Management Office, along with a completed request form.

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