

3. List information for sessions that will take place *outside* the ensemble's scheduled meeting time. Include the following information: term(s) in which sessions will occur, week(s) of the term in which sessions will occur, approximate number of sessions in each week, and length of each session. *Please note that requests for sessions outside the ensemble's scheduled meeting time will be presented to the Conservatory faculty for approval.*

MIXING AND EDITING

Mixing and editing will not begin until all recording sessions have been completed. Once the mixing and editing process begins, it must be completed before more recording sessions can start. If you are recording material to put "in the can" for a future CD, you can mix and edit it now (by checking here), or wait until all material for the CD has been recorded to mix and edit everything at the same time (by requesting mixing and editing services on the *Application for Ensemble Compact Disc Production*).

If you intend to proceed immediately with mixing and editing of the piece(s) listed in number one above, please check here: _____

IMPORTANT NOTE: COMPULSORY MECHANICAL LICENSE (payment of royalties / securing permission to arrange and record music)

Under copyright law, permission to record must be secured from the copyright owner and royalties paid on all recordings made and distributed, whether "for profit" or not. In addition, if you want to arrange, adapt,

orchestrate, simplify, edit, or translate any piece of music, you must ask permission from the copyright owner before doing so. For ensemble projects, the Conservatory will pay the royalties on approved recording projects, but it is the faculty member's responsibility to do any and all paperwork involved in securing permission for arranging and recording music. The Recording Studio will not release the CD master without complete documentation that all applicable permissions have been secured. In addition, Public Affairs will not begin film output for CD graphics until permissions have been secured. See "Copyright and Licensing Pointers" [link] for more information on copyright issues and guidelines to assist in securing permission to arrange or record music.

APPROVAL_____ Date_____