

APPLICATION FOR ENSEMBLE COMPACT DISC PRODUCTION

Complete this form and return it to the Associate Dean of the Conservatory; approval is not guaranteed until this form has been signed by the Associate Dean.

NOTE: This form is used only to request production of an ensemble compact disc, not to request recording services. To request recording services, complete an *Application for Ensemble Recording Services*.

Faculty member's name: _____

Name of ensemble: _____

Today's date: _____

1. List composer, title, and duration of each piece to be included on CD:

2. List composer, title, and duration of each piece that needs to be mixed and edited before inclusion on the CD (pieces may have already been mixed and edited immediately following the recording sessions):

3. In the space below or on a separate page, provide a detailed budget for the project. For cost of the compact discs and jewel cases, consult Larry Darling in the Recording Studio. For costs related to the inserts (film output and printing), consult Marsha Tuchscherer, Art Director in Public Affairs.

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 the "Copyright and Licensing Pointers" page on the Conservatory forms webpage for more information on copyright issues and guidelines to assist in securing permission to arrange or record music.

APPROVAL _____ Date _____