



APPLICATION FOR ENSEMBLE RECORDING SERVICES

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

NOTE: This form is used only to request ensemble recording services, *not* to request actual production of an ensemble compact disc, for which the *Application for Ensemble Compact Disc Production* form should be used.

Faculty member's name: _____

Name of ensemble: _____

Application date: _____

PURPOSE OF RECORDING

1. Please provide a short description and purpose of the proposed recordings:

INFORMATION ON RECORDING SESSIONS

2. List composer, title, and duration of each piece to be recorded:

COMPOSER	TITLE	LENGTH

3. List information for sessions that will take place *during* the ensemble’s scheduled meeting time. Include the following information: term(s) and week(s) of the term in which sessions will occur.

TERM	WEEK	DATE	ROOM

4. 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.*

TERM	WEEK	DATE	SESSION LENGTH	ROOM

Room reservation *must* be approved by Julia Jackson at the Conservatory Office.

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, 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 _____