RECORDINGS

Recital recording is required for graduate degree recitals. Recording of undergraduate, artist diploma, and special recitals is optional. Recording is allowed provided it does not interfere with the normal presentation of the recital. All expenses for this recording are the responsibility of the student. Students may use either in-house or outside recording services, as discussed below. Costs will vary with the service selected.

In-House Service: To request recording services through the School of Music, you will need to see Bob Minor in person (Lead Audio Engineer, CPAC-208). If the recording service can be provided and the cost is acceptable to you, an agreement will be printed for you to sign along with your payment. The recording fee must be paid to book the service.

Option 1 (Full-Service): Includes editing/processing to remove long pauses between pieces, level adjustments, adding fade-in/out as appropriate, and of course chapter or track marks for each piece and/or movement. The natural flow and ambience of your performance is retained as much as possible. The recording will remain archived on Dropbox by the school for a minimum of ten (10) years, and is guaranteed to be free of defects.

- **Audio:** Edited and burned onto CD, with individual digital files of each track placed on Dropbox. You will receive three (3) compact discs in slim-line cases. Additional copies may be ordered as well.
- **Video:** Edited and burned onto DVD, with two HD files (mp4 & .MOV) placed on Dropbox. An unedited audio file will also be placed on Dropbox. You will receive one (1) DVD in a case. Additional copies may be ordered as well.

Each DVD or CD includes a cover with your recital information (name, degree, instrument, and date). For an additional setup and processing fee, you can also have track information and/or graphics printed on your case cover and disc.

Pricing options will be provided by email no later than the end of the second week of classes.

Note: Recording of student recitals is not a required duty of any member of the School of Music Technical Staff, and therefore the availability of this service depends greatly upon other School of Music events and equipment requirements, as well as the personal schedules of staff. It is recommended that you make your request at least four (4) weeks in advance in order to allow staff to work out personal schedules and CSUF work obligations.

Option 2 (Direct-To-Disc): The staff member responsible for running your recital (lighting and production) will operate the recording deck. This recording does not come with a quality guarantee, but is of very good quality and should satisfy the majority of student’s requirements. This is the same type of recording now made for all chamber music classes performing in the Recital Hall. Immediately after your recital, you will receive the master recording on compact disc(s) and/or DVD-Video and placed in a slim-line case. No editing is performed, and track marks may or may not be properly located. This option is always available, even up to the last minute if necessary.

Pricing options will be provided by email no later than the end of the second week of classes.
Outside Service: You may contact any qualified person or company outside of the School of Music to record your recital. The person doing your recording must be competent, experienced, and unobtrusive. They must not interfere with or distract from the normal presentation of the recital. The person must provide ALL necessary recording and electrical interface equipment (i.e., stands, cables, extension cords, etc.) and must cooperate with the Stage Manager. All cable runs must be taped securely with gaffer or duct tape.

Recording Guidelines:

1. Recording equipment (i.e., microphones, microphone cables, and set-up area) must not hinder the movement or placement of equipment on and off stage in any manner. Relocation of recording equipment will be required if it interferes with the stage crew's duties, performer movements on and off stage, or the audience's safety.

2. Suggested locations for setting up equipment in the Recital Hall:
   A. Backstage stage-left.
   B. Front row of seats on the house-left or house-right sides.

   Only performers and stage crewmembers are permitted backstage, stage-right. It would be advisable to check with the Stage Manager before setting up equipment. Rearranging microphones during the recital is prohibited.

3. The recital is a live performance, not a recording session. Avoid using more than two (2) microphone stands between the audience and the performers on stage, as well as other equipment, which may distract from the performance.

4. No additional lighting may be used for video recording. Video cameras must be setup at the back of the hall, or off to one of the sides. LCD displays on video cameras may not be used during the performance, as they are very distracting to other audience members and faculty committee members.

5. Electrical outlets are very limited in the Recital Hall, so remember to bring batteries and/or an extension cord.

6. All items posing a possible safety hazard must be removed or properly secured. Bring gaffer or duct tape to secure any cables (audio and electrical) to the floor. Cables may not be run across doorways unless secured with an appropriate tape or covering.