

RECORDINGS

All student recitals presented in the Recital Hall will be recorded by School of Music staff or student staff as a normal part of the recital operations. Recitals will be recording in both audio and high definition video and provided digitally after the recital. No payment will be required for this service.

Graduate Master of Music Recitals: Documentation of Masters of Music projects are required to be housed in the School of Music library. For this purpose, the audio recording of these recitals will be given some light post-production editing (table of contents, level adjustment, deadspace removal, etc.). An audio CD will be provided to the student for them to submit to their committee. The HD video files will not receive any post-production editing.

Other student recitals (undergraduate, artist diploma, and special recitals) will not receive any post-production editing of the audio or HD video recordings.

Download Link: After the recital, the raw (unedited) audio and HD video files will be uploaded to the School of Music DropBox. For graduate Masters of Music recitals, the lightly edited audio files from the CD will also be uploaded. Once uploaded, the student will be emailed a download link to the files. This process may take several days depending on the production workload. The provided download link will be available for 6 months. Please be sure to download the files before the link expires.

Post-Production Editing: Students wishing to have post-production editing (ex., level adjustment, fadeaway, deadspace removal, track editing, table of contents, etc.) may do it themselves with readily available software, or use an outside recording service (at the student's expense).

Outside Service: If you prefer, you may contact any qualified person or company outside of the School of Music to record your recital. Any expenses for this service are the responsibility of the student. If you are going to hire your own recording service, you must inform the School of Music Production Manager by email of such no later than one week before 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 for Outside Service:

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:
 1. Backstage stage-left.
 2. 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.*