RECORDINGS

Audio Recording

Audio recording is optional for undergraduate recitals. 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 audio recording services through the School of Music, you will need to see Bob Minor in person (Audio Technician, PA-208). If the recording service can be provided and the cost is acceptable to you, an agreement will be printed for you to sign, and pay the calculated fee. The recording fee must be paid at the time of the request, however, the check may be posted dated for the date of the recital.

Option 1 (Full-Service): The Recording Fee for a Full-Service In-House audio recording starts at $130.00, and usually no more than $185.00 (on-campus recital). You will receive three (3) compact discs in slim-line cases, but additional copies may be ordered as well. Each 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. Full-Service includes audio editing/processing to remove extraneous noises and excessively long pauses between selections, level adjustment, adding fade-in/out as appropriate, and of course track marks for each piece and movement. The natural flow and ambiance of your performance is retained as much as possible. The master recording is archived by the school for a minimum of five (5) years, and is guaranteed to be free of defects.

Option 2 (Direct-To-Disc): The Recording Fee for a Direct-To-Disc In-House audio recording is $20.00, or video recording is $30 (on-campus recitals only, Recital Hall only). Immediately after your recital, you will receive the master recording (on one or two compact discs depending on length of your recital) in a slim-line case. This is the same type of recording now made for all chamber music classes performing in the Recital Hall. No editing is performed, track marks may or may not be properly located. 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 students. This option is always available, even up to the last minute if necessary.

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. All items posing a possible safety hazard must be removed or properly secured. Cables (audio and electrical) may not be run across doorways unless secured with an appropriate tape or covering.

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 crew members 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.

Video Recording

Video recording is NOT required for any recital. This is optional for all recital levels and degree options. While some students may be encouraged to obtain a video recording for practical reasons by their respective faculty instructor, video may not be required.

In-House Service: To request video recording services through the School of Music, you will need to see Bob Minor in person (Audio Technician, PA-208). If the recording service can be provided and the cost is acceptable to you, an agreement will be printed for you to sign, and pay the calculated fee. The recording fee must be paid at the time of the request, however, the check may be posted dated for the date of the recital. Checks will only be deposited into the school’s account after your recital. All checks are payable to “CSUF School of Music”.

Option 1 (Full-Service): The School of Music can provide a DVD Video format video recording, but only in conjunction with the Full-Service In-House audio recording mentioned above. The cost of this service is only $20, and is added to the cost of the audio recording. This can be discussed at the time you request the audio recording service as detailed above. The DVD contains the same audio as obtained for the audio recording, yet without any adjustments or editing except for the placement of chapter marks at the beginning of each piece or set. Your recital is shot in its entirety, without pausing the recording (except if there is an intermission), and without a lot of panning and zooming. You get the one and only master DVD. No video copies are retained by the school, so don’t lose or damage your master disc. The video disc is placed in a DVD case, usually a double case with one of your CDs, and is printed with the same general information and formatting as the CDs. Additional copies can be ordered too. Video recordings are of very good quality, but are not guaranteed to be free from defects.

Option 2 (Direct-To-Disc): Please see “Option 2” under audio recordings.

Outside Service: You may contact any person or company outside of the School of Music to provide this service. However, as mentioned above for audio recordings, the recording must be made by a person that is competent and experienced so that they do not interfere with or distract from the normal presentation of the recital. No additional lighting may be used. Please set up video cameras 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. Electrical outlets are very limited in the Recital Hall, so remember to bring batteries and/or an extension cord. Also, bring gaffer or duct tape to secure any extension cords to the floor, especially across doorways.