

Recording Services Order Form and Pricing Sheet

2008-2009

Return the completed form to recording services mailbox, in the main office. This form MUST be turned in at least two weeks before your recital date or it will be subject to a **\$40 late fee**. We will contact you by email to confirm the availability of recording services. Cancellations or changes with less than 24 hours notice will be subject to a **\$50 late fee**.

ALL RECITAL ORDERS MUST BE PREPAID.

Name: _____ Phone: _____

Email address: _____

Local Address: _____

Recital/Session Date: _____

Recital/Session Time: _____ Recital/Session Location: _____

Music Auditorium (Includes one stereo-recorded CD mixed and edited)	\$75.00
One additional microphone – add \$10.00	_____
Two additional microphones – add \$20.00	_____
Custom microphone setup (includes one hour of mixing) – add \$50.00	_____
Sound Reinforcement with Recording – add \$50.00	_____
Sound Reinforcement without Recording – \$30.00/hour (1 hour minimum)	\$30.00 x _____
Total:	_____ (hours)

Hart Recital Hall (Includes one stereo-recorded CD mixed and edited)	\$75.00
One additional microphone – add \$10.00	_____
Two additional microphones – add \$20.00	_____
Custom microphone setup (includes one hour of mixing) – add \$50.00	_____
Sound Reinforcement with Recording – add \$70.00	_____
Sound Reinforcement without Recording – \$30.00/hour (1.5 hour minimum)	\$30.00 x _____
Total:	_____ (hours)

College of Music – Non-Recital Hall	\$85.00
*Multi-microphone setups and sound reinforcement are not available.	Total: _____

On-Campus Recitals	\$165.00
*Available venues include: Fairchild Theatre, MSU Auditorium, Pasant Theater, Wharton Center Great Hall, RCAH Auditorium, MSU Chapel and MSU Community Music School	
*Multi-microphone setups and sound reinforcement are not available.	Total: _____

Off-Campus Recital:	\$210.00
*Available venues include: Martin Luther Chapel, Plymouth Congregational Church, Molly Grove, University Lutheran Church, University United Methodist Church, 1 st Presbyterian Church, St. Thomas Aquinas Church, East Lansing High School, St. Mary Cathedral, and People's Church	
*Multi-microphone setups and sound reinforcement are not available.	Total: _____

Archival Fee	\$10.00
*Student Recitals will be stored at lossless quality on a secure RAID hard drive system. If archival is not desired, the recital will be held for two weeks and then discarded.	
*Faculty Recitals and Large Ensemble Concerts will be archived for no charge.	
Total:	_____

TOTAL FROM THIS SIDE

Side One Subtotal: _____

CD Duplication (use this form when you supply the source or for additional copies of a recital)

****MSU RECORDING SERVICES WILL NOT DUPLICATE COPYRIGHTED MATERIAL****

Source: _____ Customer Supplied Media Rate: \$1.00/dub _____
Source: _____ No Disc Label + Slim Case: \$2.00/dub _____
Source: _____ Disc Label + Slim Case: \$3.00/dub _____
Source: _____ CD Label + Full Case w/ Label: \$5.00/dub _____

*For all double CD's add \$1.00 **Total:** _____

CD Reproduction (use this form when requesting a recording in our archive)

Date of Concert(s): _____

Performing Ensemble(s): _____

Number of CD copies: _____ X \$10.00 = _____

Number of DVD copies: _____ X \$15.00 = _____

Postage and handling – pieces in order _____ X \$2 each = _____

(select this box if you want your order to be mailed to you at the address on the reverse side. If you will be picking up the order, you will not need to pay the \$2 per CD or cassette. If you live on campus, we will send it via campus mail, without a charge.)

Total: _____

Video Recording and Editing

Music Auditorium and Hart Recital Hall – \$275.00/90 mins _____

On-Campus Video Recording – \$375.00/90 mins _____

*Video recording includes a CD as well as a DVD copy of your performance.

*Our DVDs have CD quality sound from ProTools and professional quality video captured on a Canon XL-H1 camera.

Video Transfer (from your supplied DV Tape) – \$175.00/supplied tape _____

Video Recording Session – \$275.00/90 mins _____

Total: _____

Audio Recording and Editing Sessions (sessions will have 30 mins of sound-check time automatically added)

Stereo (two-track) Recording/Editing – \$40.00/hour (+ Venue Fee) _____

Multi-Track Recording/Editing – \$50.00/hour (+ Venue Fee) _____

Venue Fees**:
Music Auditorium: \$0.00
Hart Recital Hall: \$0.00
College of Music – Non-Recital Hall: \$10.00
On-Campus: \$90.00*
Off-Campus: \$135.00*

*Refer to the front of the form for acceptable venues on and off campus.

**Not the same as Venue Rental Fees. See main office for Venue Rental Fees.

***Venue Fees are not added to editing charges

Total: _____

TOTAL FROM THIS SIDE

Side Two Subtotal: _____

GRAND TOTAL

Total From Both Sides: _____

Cash or checks are accepted. You may also pay online: www.music.msu.edu/recording-services/store.html

Please make check or money order payable to “Michigan State University.”

Email recserv@msu.edu or call (517) 355-7674 with any questions.