

MICHIGAN STATE UNIVERSITY | COLLEGE OF MUSIC

Recording Contract

This contract is due in the Main Office before your recording session.
Only one recording hold may be scheduled at a time.

STUDENT NAME:

PID:

MSU EMAIL:

INSTRUMENT:

STUDENT PHONE:

FACTULY NAME:

RECORDING HOLD ON SCHEDULING CALENDER? YES NO

PIANO REQUIRED? YES NO

CONFIRMED DATE:

CONFIRMED TIME:

CONFIRMED RECORDING VENUE: Cook Hollander Murray Other

SEMESTER RECORDING SESSION #: 1st 2nd 3rd

Terms & Conditions

1. Each student is limited to three (3) recording sessions, per semester.
2. Each recording session is limited to three (3) hours.
3. Review the online calendars for the recital hall availability before submitting a recording hold.
4. Recording Contracts are due in the Main Office before keys will be issued for the hall and/or piano. Recording Contracts may be submitted via email or in-person to the Main Office with professor signature.
5. **Recording sessions may only be scheduled 1 week in advance during any available time.**
6. Zoom recorders are available by request to record your own recital or recording session.
 - a. Students must request Zoom Recorders via WebCheckout prior to their recording date, and pick up the camera in the Main Office.
 - b. Students must provide their own Micro SD Card if using the Zoom Recorders.

Student Name:

Date:

Type/sign name to agree to the above terms

Faculty Name:

Date:

Type/sign name to approve student recording session

OFFICE USE ONLY _____

WEBCHECKOUT
UPDATED DATE/INITIALS

SCHEDULER
DATE/INITIALS

RECORDING CALENDER
DATE/INITIALS

SCANNED DATE/
INITIALS
