



# Request for Recording

Bring completed upper portion of this form, and your payment to Music Building 206 during office hours listed on the MB 206 door.

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Check one:  Credit Recital/Recording Session  Dub of Previous Event  
 - Contact the Technical Officer at music-tech@uwo.ca to book Personal Recording Sessions -

Format Desired (check one or both):  CD  DVD

Event: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Day of Week Day # Month Year Time Location

*Other Important Information: Event Name, Course Number, Instrument(s) Involved, Number of Dubs, etc.*

**Request Must be Prepaid (cheque preferred)** \$25 (Credit Recitals; Dubs) \$75 (Personal use Recording Sessions)

**THIS SECTION FOR OFFICE & STUDIO USE ONLY**

**Recording Engineer:** \_\_\_\_\_

Credit Recital CD/DVD; Single Dub (\$25.00)		
Additional Dubs (\$5.00 each)		
Private Recording Sessions (\$75.00)		
Other charges as required	Media	
	Labour	
SUBTOTAL		
Date: RECEIVED	Initials: (PAYMENT	
Date:	Initials: TOTAL OWING	

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## 1. DEAN'S OFFICE RECEIPT AFTER FINAL PAYMENT

Requisitioner's Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Payment Received By \_\_\_\_\_ Amount \_\_\_\_\_

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## 2. REQUISITIONER'S RECEIPT FOR PAYMENT

Requisitioner's Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Payment Received By \_\_\_\_\_ Amount \_\_\_\_\_