** Request for Recording **

Bring completed upper portion of this form and your payment to MUSIC BUILDING 121 during office hours listed on the door to MB121.

** Note: While every effort is made to have Faculty Archival recordings available to performers and requestors where appropriate, there are rare circumstances when a recording may not be available due to a scheduling and/or staffing issue **

<table>
<thead>
<tr>
<th>Name:</th>
<th>Email:</th>
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Check One:  
- [ ] Copy of Previous Event  
- [ ] Private Recording Session  

Information:
- Single Event Requests - $25  
- Private Recording Session - $75  
- Additional Event Request(s) - $5

Please contact Mike Godwin – mgodwin@uwo.ca.

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### EVENT REQUEST INFORMATION

<table>
<thead>
<tr>
<th>YY:</th>
<th>MM</th>
<th>DD:</th>
<th>Venue:</th>
<th>Time:</th>
<th>Event Name:</th>
<th>Cost:</th>
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<tbody>
<tr>
<td>Example</td>
<td>17</td>
<td>09</td>
<td>24</td>
<td>vKH</td>
<td>8pm</td>
<td>Example Event Name</td>
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TOTAL COST: [ ]

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### *** FOR OFFICE & STUDIO USE ONLY ***

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DEAN’S OFFICE RECEIPT

X

Name | Signature | Date
-----|-----------|------
WADE HAAN

Payment Received By | Signature | Amount
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REQUISITIONER’S RECEIPT

X

Name | Signature | Date
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WADE HAAN

Payment Received By | Signature | Amount
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