



# Request for Recording

*Please bring completed upper portion of this form, and your payment to Music Building 206 during office hours also listed at MB 206.*

**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.

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:  CD  DVD

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

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*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

|   |           |                    |
|---|-----------|--------------------|
| Credit Recital CD & DVD; Single Dub (\$25.00)       |           |                    |
| Additional Dubs (\$5.00 each, up to four available) |           |                    |
| Private Recording Sessions (\$75.00)                |           |                    |
| Other charges as required                           | Media     |                    |
|   | Labour    |                    |
| SUBTOTAL  |           |                    |
| Date:   | Initials: | (PAYMENT RECEIVED) |
| Date:   | Initials: | TOTAL OWING        |

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**1. OFFICE RECEIPT OF 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*