



WVU Sound Productions Recordings Payment Form

Office use only	
Amount Paid: _____	
<input type="checkbox"/> Cash	
<input type="checkbox"/> Check # :	_____

Today's Date _____

Recital and session recording services must be scheduled in advance (preferably 4-6 weeks). Submission of this form alone does not imply that a recital/session will be recorded.

Contact mark.benincosa@mail.wvu.edu to schedule a recording. This form and payment must be turned in ten calendar days prior to the recital date.

Performers Name: _____	
Date of Recording: _____	Time of Recital: _____
Location: _____ <i>(Must secure space with Operations Office)</i>	Projected length of Recital: _____
Best Contact Phone Number: _____	
E-mail address: _____	

Service	✓	Cost
Recital/Concert Recording: 1 copy of tracked CD with basic editing		\$50.00
Live Streaming of Recital and downloadable link		\$50.00
Downloadable link of Recital/Concert Recording		\$35.00
Additional fee for student recitals held in Clay, Falbo, and Davis		\$12.00
30% Late Fee (if applies)		\$12.00
Recording Session: 1 edited CD		\$60.00 per hour
Additional CDs are available when purchased with package		\$5.00 per CD
ADDITIONAL SERVICES		
Mixing, mastering, and editing		\$25.00 per hour
Transfer to CD		\$20.00 per hour
Equipment rental (Zoom H4N personal recorder, etc...) This requires a separate rental agreement be completed.		\$35.00 per day \$50.00 per weekend

I agree to the above recording request. I understand that I am to contact the WVU Sound Productions at 304-293-4506 2 days prior to my recording to confirm dates and times. CD's will be available at Room 2028 approximately five business days after a recital. WVU Recording Services is not responsible for CD's not picked up within 2 weeks of recital date.

Make checks payable to "WVU School of Music, Recording Services".

Performer's Signature & Date