Recording Service
School of Music
University of Montana
Recording Request Form

Please complete and sign this form **one month before recital**, attach payment, and leave form with Loren Stillman G.T.A, loren.stillman@umontana.edu

___ UDRP $25       ___Student Recital $50

___ Audition Tape – estimates available upon request by e-mailing Emilie.lebel@umontana.edu

Name: ______________________________________________________

Cell Phone: _____________       E-mail: ____________________________

Date: _________________       Time: ____________________________

Signature: ______________________________________________________

Make checks payable to “The University of Montana” and write “Recording Service” in the notes. Checks will be cashed upon delivery of the completed CD. Requests must be made one month before the event. Scheduling of your recording will be confirmed by email or by phone.
Recordings

The School pays for audio recordings for all Faculty and Guest Artist concerts and student ensemble concerts. Students are responsible for making their own arrangements for recording recitals. Recordings are available through the School of Music Recording Studio. A recording request form is available on our website, and includes pricing information. You must request the recording at least a month in advance of your recitals and pay for the recording at the time of the request. Turn in your request forms with payment to Loren Stillman in the Music Office. Students may also contact Rick Kuschel at The Recording Center, 721-4172, e-mail rickpv895@aol.com; however, they are responsible for the cost.

Recital Request Schedule

Faculty only: April 1 to April 15
Faculty/Students with required recitals: April 15 – May 1
Any other recital request: After May 1

Stage Manager

You are responsible for finding a stage manager. This stage manager should attend the dress rehearsal and make notes on a copy of your recital program of the specific duties required during the recital.

Student Degree Recitals

Only M.M. and B.M. performance and composition majors are entitled to a full-length recital. B.M.E., B.A., minors and non-majors share a half-length recital. Any accommodation or special request to this policy requires a petition by the student to the Faculty Executive Committee. Students who schedule a weekend recital in the MRH are assessed a janitorial fee of $65. Program copy must be provided to the office two weeks prior to the recital date. Faculty will be responsible for proofreading and approval of student programs. Staff will prepare 75 programs unless otherwise requested.