



School of Music – Audio/Video Services Request

CSU offers state-of-the-art, commercial quality audio and video recordings of all department performances. These recordings are available for purchase and especially useful for students submitting audition materials.

Complete this form to request an audio or video recording, a livestream webcast, the use of a sound system, or to purchase a recording of past performance from our archives. Please submit this completed form **with payment** to Judy Terrigno in MU 325. Payment may be made by cash or check made out to *Cleveland State University*.

All requests are subject to department schedules and availability of personnel and equipment. Please allow 30 business days for delivery of recordings. The rates shown are for CSU students only. Please contact David Yost for non-CSU rates at 216-687-5025 in MU 345.

Name of Person Requesting Service: _____ **Date:** _____ - _____ - _____

Address (if mailing requested): _____

City • State • Zip: _____ **Phone:** (____) _____ - _____

Email Address: _____

Event Name and Date: _____

SERVICE REQUESTED: (Check ALL that apply.)

- HD Video Recording** **\$100.00**
 Please choose: Live Stream Webcast or Recording on Flash Drive only
 Includes video archive on One (1) Flash Drive and audio CD or Emailed MP3s
 Number of **additional** Flash Drives @ **\$11.00** each: _____
 Method of delivery: US Mail (add \$3.00) Pickup from Judy Terrigno, MU 325

- Recital Audio Recording** **\$50.00**
 Please choose: CD or Emailed MP3s
 Number of **additional** CDs @ **\$7.00** each: _____
 Method of CD delivery: US Mail (add \$3.00) Pickup from Judy Terrigno MU 325

- Video copy of past CSU concert, recital, or Thursday Series from CSU Archives** **\$30.00**
 on one Flash Drive.
 Number of **additional** Flash Drives @ **\$11.00** each: _____
 Method of delivery: US Mail (add \$3.00) Pickup from Judy Terrigno MU 325

- Audio copy of a past CSU concert, recital, or Thursday Series from CSU Archives** **\$7.00**
 Please choose: Emailed MP3 or #____ of CD copies @ **\$7.00** each
 Method of delivery: US Mail (add \$3.00) Pickup from Judy Terrigno MU 325

- Use of sound system with microphone or CD/MP3 playback:** **\$30.00**
 We provide the sound system and operator. iPhone/iPad provided by requestor.
 Sound Source: Microphone CD player MP3 player iPhone/iPad

Classical Recording Session

Students/faculty \$40/hr.; All others \$80/hr.

Please contact Audio Services Director David Yost directly to make discuss arrangements.

Special Instructions:

DEPT. USE ONLY:

Date of Event: ____-____-____

Name of Event: _____

Time of Event: _____ am/pm Room: _____

Charges: \$

Recording Technician: _____

Editor: _____

Completion Date: ____-____-____