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.)

1. 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

2. 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

3. 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

4. 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

5. 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

OVER
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:

____________________________________________________________________________________________________________________________________________________
____________________________________________________________________________________________________________________________________________________
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DEPT. USE ONLY:

Date of Event: _____-____-____       Name of Event:______________________________       Time of Event: ___________ am/pm       Room: ____________

Charges: $

Recording Technician: _____________________       Editor: ________________       Completion Date:____-____-____

Revised November 2016