

Recital Recording Form

Note: This form must be completed and all services paid for no later than two weeks before the recital date.

Name _____

Recital Date _____

SC Box # _____

Phone _____

Recording A Special Event: Student Handbook: "For a CD recording of your recital, turn in your request form in the performing Arts Office prior to your hearing date. The fee is \$30.00 which includes set up and one CD"

Fee \$30.00 _____

Additional CD's @ \$12.00 each _____

Amount Due \$ _____

Recording Only: The basic fee of \$15.00 which includes setup and recording your event. There is a maximum of two hours of recording time and you will receive two CDs

Additional CD's @ \$12.00 each _____

Southwestern College does **not** maintain an archive for future duplication. When you receive your recording you are solely responsible for its care and use. If you request additional copies in the future, you will be required to supply the master tape or CD for dubbing. **Payment for all services is required in advance.** Orders will be available for pick-up in the Performing Arts Office two weeks following the recital date.

Order and payment received by _____ Date _____