

# Recording Guidelines and Checklist

## Recording Guidelines:

- All recordings require a **\$50 fee** paid directly to the recording student
- All recordings may not exceed 2 hours of recording time
- All recordings may not exceed 5 selections
- Anything over these limits will cause the fee to be prorated and the amount will be determined by Professor Ray
- Selections will be recorded in full, songs will not be partially edited
- A video component adds **\$25** to the initial fee

## Recording Checklist:

- \_\_\_ Tiedtke has been reserved through Sherry Orr (unless only 209 is needed)
- \_\_\_ Recording student has been contacted and scheduled
- \_\_\_ Room 211 has been reserved by the recording student
- \_\_\_ Accompanist has been scheduled (if needed)
- \_\_\_ Access to the hall has been set up (reserving keys with Sherry, etc.)

\*\*\*\*STUDENTS WILL NOT RECEIVE ANY RECORDINGS UNTIL THE FULL AMOUNT HAS BEEN PAID\*\*\*\*

## Recording student options:

Isaiah Galarza

Natasha Morales

Emily Chen

Gianna Camacho

This form is to be turned into Professor Ray signed by both parties prior to any recording

\_\_\_\_\_  
Auditioning Student

\_\_\_\_\_  
Recording Student

By signing this form, the signee releases Rollins College and the Department of Music of all liability for anything that may happen to all **NON-STUDENT** participants during this recording