



Mitchell Hall Recording guidelines for the Department of Music and MPCS

Overview

This document pertains only to recording for events produced by the University of Delaware Department of Music and the Master Players Concert Series. IT-UMS reserves the right to amend this document in the future.

Video Recording

Video recording is a core business function of University Media Services. In addition UMS has invested heavily in the Mitchell Hall video production facilities. As such Media Services will provide video recording services for a fee and reserves the right of first refusal of any video recording in Mitchell Hall.

Streaming

Similar to the video policy, University Media Services will provide streaming services for a fee and reserves the right of first refusal for any streaming that takes place in Mitchell Hall

Audio Recording

University Media Services grants permission to the University of Delaware Department of Music to perform their own audio recording of events in Mitchell Hall providing the recordings are done by the Department of Music recording supervisor, (currently Hannah Antolin). University Media Services has high end recording capabilities and will provide recording services for a fee to all non Department of Music clients and will retain the right of first refusal for any recording done by anyone other than the Department of Music recording supervisor.

- House Opening – All setup of equipment must be completed at least 30 minutes prior to the scheduled start of the event. No further work will be allowed once the house is open and theatre patrons are present.
- Safety – Any recording gear must abide by all pertinent safety regulations. All cables must be taped down and all fire codes must be followed. University Media Services reserves the right of final approval of the placement of any gear.
- Aesthetics – Great care shall be given to ensuring that the placement of any recording equipment does not adversely affect the aesthetics of the auditorium and the enjoyment of the Patrons. For example: making sure that



- any hanging mics are not obstructing any screen projections or imaging and that any suspended cables are cleanly run.
- Audio for video and streaming purposes – In an attempt to be cost effective and streamline work we would require the Department of Music to provide audio feeds for any video recording or streaming from Department of Music events in Mitchell Hall.
 - Equipment Placement – All plans for equipment placement should be finalized prior to the day of the event to lesson the impact of any last minute changes due to safety or aesthetic issues and to allow coordination of space backstage and in the Control Booth.
 - Mitchell Hall Infrastructure – When possible the Music Department recording supervisor may use the installed microphone lines in Mitchell Hall, but this must be coordinated in advance with UMS.