

Event Information

Please submit via email to musicevents@udel.edu at least ***3 weeks prior*** to your event date.

Performer/Ensemble Name:

Performance Date:

Venue:

Start Time:

Intermission? Y N Length:

Length of First Half:

Length of Second Half:

Event Contact Name:

Event Contact Phone:

Event Contact Email:

Performers may warm up onstage beginning one hour prior to start time until doors open for the performance 20 minutes before the scheduled start time.

Per School of Music policy, Event Staff does not provide support for dress rehearsals. Exceptions may be made for particularly complicated programs or those with complex technological needs. If you believe you require staff support, please provide further information below. If support is granted, the appropriate staff member will reach out to confirm.

Dress Rehearsal Date/Time:

Dress Rehearsal Venue:

Please detail the support you require:

Equipment & Technology

EQUIPMENT NEEDS

- _____ Chairs
- _____ Stands
- _____ Piano:
 - _____ Closed
 - _____ Short Stick
 - _____ Tall Stick
- _____ Choral Risers
- _____ Acoustical Shells
- _____ Harpsichord
- _____ Celeste
- Other (Please Specify):

TECHNOLOGY NEEDS (fees apply)

- _____ Vocal Microphones
- _____ Instrumental Microphones
- Bose System (onstage speakers): Y N
- Live Electronics (loops, pedals, etc.): Y N
- Audio Playback: Y N
- CD/DVD Playback: Y N
- Video / Image Projection, no Audio: Y N
- Video / Image Projection with Audio: Y N
- Other (Please Specify):

By signing below, you agree that you have read, understand, and will abide by all School of Music Event and Venue policies.

Student Signature

Date

Faculty Signature

Date

Stage Diagrams

Please use this page to draw out all stage settings for your performance. Make copies as needed.
Note: the piano in Gore Recital Hall should be moved as little as possible to maintain the quality of the instrument.

<p>SR</p> <p style="text-align: right;">SL</p> <p style="text-align: center;">Audience</p>
<p>Notes:</p>
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Recording Agreement

By default, all School of Music performances are livestreamed at no cost to the performer. Recitalists are entitled to a copy of the raw, unedited livestream recording for no additional charge. If you would like to opt out of the livestreaming service, please initial below.

_____ I **do not** want my performance livestreamed. I acknowledge that by opting out of the livestream I will not receive a freely provided recording of my performance.

The School of Music offers additional recording, editing, and technology services. Please see below to review the fees for and select any optional services. Every effort will be made to deliver materials within 2 weeks of the performance date. Recordings are delivered via dropbox to the email listed on the Event Information page of this form. You may opt to instead receive your recordings via CD/DVD by indicating below.

High Quality Audio Recording & Editing:	\$75	_____
Video Editing of raw livestream footage:	\$100	_____
Audio & Video Recording / Editing of Double Recital	\$200	_____
Technology Support Fees (Audio playback, sound system, etc.) <i>Includes the performance and one dress rehearsal</i>	\$75	_____

Recordings delivered via CD/DVD

Pick up at the Music Office	FREE	_____
Shipped to the below address	\$8	_____

Total _____

Payment can be made online at udel.edu/recording-fees. Makes checks payable to University of Delaware. Checks can be dropped off in the Music Office (AED 209). To make a cash payment, please make an appointment by emailing musicevents@udel.edu

DIY Recording Agreement

Alternatively, students may choose to record their performance on their own or by their relatives. Performers wishing to record their recital on their own must agree to the following policies by initialing below.

_____ All power and other cabling will be secured with gaffer's tape. No other tape may be used.

_____ Allow three feet of clearance around equipment for audience egress.

_____ Video recording must be done in the back third of the hall.

_____ No additional or supplemental lighting may be used.

_____ No wireless microphones of any kind may be used.

_____ Responsibility for any damages to University or patron property, any personal harm or injury to patrons or performers, and any and all other damages your recording may cause is strictly the student's.

_____ Performance and recording may not be broadcast, webcast, skyped or put on the Internet.

_____ All recording will be for educational purposes only as outlined in the University Copyright Policy

Non-Music Student Recording Release

Every performer that is not a current member of the School of Music must sign the below release. Please create additional copies of this page as needed.

I, _____, hereby agree to the recording of my performance at the University of Delaware by department personnel, approved vendor or as a “do it yourself” effort. Further, I agree that the Department of Music may retain copies of the recorded performance for educational, non-commercial purposes without fee. This agreement covers the recording of my performance in either the audio or video realm. I understand that department events, when recorded by department recording personnel, may be streamed via the intranet and Internet to music faculty and students and are not available as streaming media, or by any other method, to the general public. I also understand that the department follows the Educational Fair Use practice of allowing featured performers in an ensemble to have a copy of a selection for use in their portfolio.

I agree that any personal use of copies from my performance will be limited to educational, non-commercial purposes. Clearance for commercial or other use by either party of this agreement must be secured separately in writing. I agree that the music included in my performance has been lawfully acquired, and that all efforts have been made to protect all related intellectual property rights.

Signature

Date