

The State University of New York at Buffalo  
Department of Music

**RECITAL RECORDING REQUEST FORM**

Students giving degree recitals (Mus. B. or M.M.) in Baird Recital Hall or Lippes Concert Hall electing to have their recitals recorded by the Department of Music must submit a Recital Recording Request Form. The form must be submitted to the Slee Recording Studio mailbox in the Department of Music General Office (220 Baird Hall, Buffalo, NY 14260) at least two weeks in advance of the recital date in order to ensure recording of a recital.

There is a fifty-dollar (\$50.00) fee for the recording service that must be included with the form. One (1) CD of the recital will be made for the student. Additional copies require a ten-dollar (\$10.00) duplication fee per copy.

Payment in full should be made in the form of cash or check or money order made payable to “SUNY at Buffalo” and must accompany the Recital Recording Request Form. The Department of Music will not record without the requisite fee.

The Slee Recording Studio will provide CD media for all recordings.

Recitals recorded by the Department will be kept in the Slee Recording Studio archive.

Please allow 1-2 weeks for the processing of your recital CD(s).

The Slee Recording Studio does not provide any video recording services. Video recording is the responsibility of the performer.

The Recital Recording Request Form is available from the Concert Office (105 Slee Hall) when the recital is scheduled, the Department of Music General Office (220 Baird Hall), and from the department website (<http://www.music.buffalo.edu/>).

Please contact the Director of Music Technology at least two weeks in advance if there are any technical requirements for the program (e.g. tape playback, amplification, etc.). Technical requirements may incur an additional fee depending on their complexity.

**DISCLAIMER:** According to the DEPARTMENTAL GUIDELINES FOR M.M. RECITALS (Rev. 2/97), Item 6 states that: “All recitals must be recorded (the choice of recording format – audio only or video – is left to the major professor in consultation with the committee). If a committee member is unable to attend a recital, the member should so advise the committee chair, and should evaluate the recorded recital as soon as possible.” If a student chooses not to utilize the department’s recording services, other arrangements for recording must be made. Students may bring their own recording equipment or hire an outside recording engineer. The Slee Recording Studio is not responsible for recording student recitals for which no form has been submitted or fee has been paid.

Christopher Jacobs - Director of Music Technology  
220 Baird Hall, Buffalo, NY 14260  
[cjacobs@buffalo.edu](mailto:cjacobs@buffalo.edu) - (716) 645-0660

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**>> REQUIRED RELEASE STATEMENT <<**

The performer who submits this form must sign the following statement. This enables us to make use of the recording in University-related teaching situations. No commercial use of the recording is implied or intended by signing the statement.

“I agree that this recording may be used by the University in teaching situations and by non-commercial radio stations such as WBFO-FM, the SUNY at Buffalo radio station.”

SIGNED: \_\_\_\_\_

NAME: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CONCERT DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ LOCATION: \_\_\_\_\_

INSTRUMENTATION: \_\_\_\_\_

TYPE OF CONCERT (e.g. Mus. B., M.M., Choir, etc.): \_\_\_\_\_

Recital Recording Fee (\$50.00):		\$50.00
Number of Additional Copies (\$10.00 each):	_____ x \$10.00 =	_____
Technical Requirement Fee:		_____
Total Fee:		_____

Please note below if any special technical requirements (e.g. tape playback, amplification, etc.) are needed for this event.

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