

UB Recording Proposal Form

Please fill out the following form and submit it to Eric Huebner, Department of Music Chair (erichueb@buffalo.edu) and Alexandra Sesenton, Concert Manager (asesento@buffalo.edu) at least three (3) months prior to your proposed recording. All requests will be reviewed by the relevant staff and may also be subject to review of the department's Executive Committee.

Requests with shorter notice may not be approved due to scheduling and personnel limitations.

Venue:

☐ Lippes ☐ Baird 250 ☐ Other _____

Recording Specifications:

Estimated # of recording sessions required _____

Estimated length of each recording session (in hours) _____

Will you also require mixing/mastering? ☐ Yes ☐ No

Date range requested for completion of project:

Additional tech requests:

Staging Needs:

of Chairs: _____ **# of Stands:** _____ **# of Tables:** _____

Piano:

Harpsichord and Celeste can be requested for both Lippes and Baird 250

☐ Artist Bösendorfer ☐ Second Bösendorfer ☐ Baldwin ☐ Organ

☐ Harpsichord ☐ Celeste

Other Staging Needs:

Please also include any stage plots, input lists, or other relevant information in your submission email

External Parties Involved and Their Roles:

Please list 3-5 dates in order of preference:

Date 1: _____

Date 2: _____

Date 3: _____

Date 4: _____

Date 5: _____

Name of faculty member making request:

Email/Phone Number: