

REQUEST FOR AUDIO RECORDING/ VIDEO STREAMING SERVICES

- AUDIO RECORDING (\$35/hour)** (all Conservatory halls)
- VIDEO STREAMING (\$75/hour)** (Kulas Recital Hall, Warner Concert Hall, Fairchild Chapel, Stull Hall, Clonick Hall, and Finney Chapel only)
- classroom DEGREE RECITAL \$85** (audio recording only)

Departmental Invoice: FOAP# _____ - _____ - _____

Oberlin College Student Invoice

Personal/Outside Invoice

Name: _____

T#: _____

Email: _____

Address: _____

Phone: _____

City/St/Zip: _____

CONCERT

RECORDING

Performer/Group: _____

Concert: _____

Location: _____

Date: / / Time: am/pm Instrument: _____

Hall reserved from: am/pm to am/pm

Other Instructions: _____

PLEASE READ CAREFULLY BEFORE SUBMITTING YOUR REQUEST!

You must schedule the venue through Concert Productions (through Con Audio for Clonick Hall) prior to requesting our services. We will contact you to confirm services. *Audio Services cannot be requested on Mondays, and may not be available during fall, winter, and spring breaks, and holidays.*

Please allow 2 weeks to receive your recording. If you would like an edited version, you must schedule an editing session with Audio Services. **No video recording of the live stream is produced.**

If you require **sound reinforcement**, a separate request form must be submitted at least **TWO WEEKS PRIOR** to the event.

PLEASE SUBMIT COMPLETED FORM TO CON AUDIO (Central 33, conaudio@oberlin.edu) at least **TWO WEEKS** prior to the event.

Signature of person submitting form

Date

Conservatory Audio Services Department
Central Room 33 (440) 775-8272 conaudio@oberlin.edu

Revised 1/2016