

Audio Recording Service Request Form

For All Student and Faculty Music Performances

INSTRUCTIONS

Complete the information below and deliver, with a cash or check payment of \$30, at least two weeks prior to the performance date. Checks must be made payable to GVSU, write "Music 110000-40100-7050-150" in the memo and please don't forget to sign the check!

You can turn in the form with payment to the department office in 1300 PAC or directly to Nate Bliton in 1313 PAC.

After submitting this form, you will receive an email confirming whether services will be available and if any further information is required. In the event that services cannot be provided, your check will not be deposited and will be returned to you.

NOTE: If this request form is not submitted at least two weeks prior to the date of the event, services are not guaranteed to be available.

REQUESTOR INFORMATION

Name:	Requestor is: <input type="checkbox"/> Faculty <input type="checkbox"/> Student
Phone: ()	Email:

EVENT INFORMATION

Location: <input type="checkbox"/> SVS <input type="checkbox"/> LAT <input type="checkbox"/> CDC <input type="checkbox"/> Other:	
Date:	Time: <input type="checkbox"/> AM <input type="checkbox"/> PM

PROGRAM INFORMATION

Performer / Ensemble Name:	
<input type="checkbox"/> Student(s) <input type="checkbox"/> Faculty <input type="checkbox"/> Visiting Artist(s) Number of Performers:	
Length of concert (minutes):	Will there be an intermission? <input type="checkbox"/> No <input type="checkbox"/> Yes
Number of pieces to be performed:	General Instrumentation:

DELIVERY OPTIONS

Link to Download Audio File(s): <input type="checkbox"/> No <input type="checkbox"/> Yes	Link to Download Video File: <input type="checkbox"/> No <input type="checkbox"/> Yes
Make Available on MTD Google Drive Archive for other MTD students to view: <input type="checkbox"/> No <input type="checkbox"/> Yes	

SPECIAL REQUESTS (like livestreaming or amplification)

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Requestor's Signature: _____ Date: _____

Nate Bliton
Equipment and Stage Manager
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