

**UNM DEPARTMENT OF MUSIC
STUDENT RECITAL RECORDING REQUEST FORM**

Name: _____ Phone #/email: _____

Recital Date: _____ Time: _____ Instrument: _____

Junior: _____ Senior: _____ Graduate degree recital: _____ Graduate non-degree recital: _____

Additional CDs _____

(If ordered by the day after the concert, paid in advance \$5 each; thereafter \$7.50 each.)

Cashier's Receipt/Check # _____ Date: _____

Recordings are required for graduate degree recitals.

A fee of \$50 must be paid no later than 30 days before the scheduled recital. This includes (1) CD of the concert. Late fees starting at \$25 per week and up will be added to the regular fee, if a recording is requested less than 30 days in advance.

(NOTE: If late, there is no guarantee that your recital will be recorded).

You may pay by credit card at the Cashier's Office (Acc't# 459154-07Z0) or by check made out to "UNM Music Dept."

Fill out this form completely, and attach Cashier's Receipt or check to this form

and leave at the Recording Studio box in the Music Office, Rm. 1105.

Studio Phone # 277-1309 • manrett@unm.edu

NOTE TO GRADUATE STUDENTS: If this is your official graduate degree recital, you will need to submit the signed receipt that appears below to the Graduate Coordinator along with your program notes.

FOR OFFICIAL USE ONLY

RECORDING FEE RECEIPT

_____ has arranged the recording of his/her recital, scheduled for

_____, and has paid the required fee.

(recital date & time)

Recording Studio signature

Date