

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: _____

FALL 2020/SPRING 2021-COVID-19 RECORDING EXCEPTION

During this time frame your recital will be recorded but, it is the Students and Faculty's responsibility to contact the Recording Studio once a date in Keller Hall has been confirmed. Any Recital request submitted within 7 days of the recital will result in a \$50 recording fee.

If anyone has any questions or has a problem with the deadline, or form please contact the Recording Studio: Liz Rincon – Tempest@unm.edu

You may pay by credit card at the Cashier's Office (Acc't # 459154-07Z0) or by check made out to "UNM Music Dept. Recording Studio" Fill out this form completely, attach Cashier's Receipt or check to this form and leave at the Recording Studio box in the Music Office, Room. 1105. For questions contact the Recording Studio: Elizabeth Rincon TEMPEST@UNM.EDU

NOTE TO GRADUATE STUDENTS: Your official Graduate Degree Recital is Free, but you will need to submit the signed receipt that appears below to the Graduate Coordinator along with your program notes more than 30 days before your recital. if submitted at 7 days or less late fees will apply



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