CCU Performance Recording Worksheet

1. Recording date________________ Estimated length of performance________________

2. Location________________________________________________________________________

3. Dress rehearsal date/location________________________________________________________________

4. Can we sound-check 1 hour before performance? Yes  No

5. Load in/Setup time_____________________________________________________________________

6. Briefly explain program including nature of performance, number of performers/soloists/instrumentalists__________________________________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________

7. Please attach a program/set-list including composer information.

8. IF this is a multitrack recording, have funds been approved/allocated for editing and mixing?________ If so, please explain by whom, and how much has been allocated. (this helps us budget time and resources)
   ________________________________________________________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________

Points to consider

 There may be mic stands on stage. Logistics and instrumentation will dictate where and how many.
 Personnel will make every effort to provide a (1) “stereo pair mix” cd (non produced) to the ensemble director/leader within two weeks of the performance.
 Ensemble is responsible for damage to microphones from tripping, bumping, etc.
 Copies of the “stereo pair mix” will be made available to students for a small fee. Please discourage students from buying one and copying for others and please do not make dups of the Director copy.
Please make a rough “stage plot” of the ensemble

Back of stage

stage right ________________________________ stage left

Front of Stage (audience)

Ensemble/Directors signature ________________________________ date __________

Approved by ________________________________ date __________