

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 _____

