

Facility Set-Up and Recording Request Form

Name of Performer/User: _____ Phone # _____

Location of Event: _____

Date and Time of Event: _____

Estimated Number of People Attending: _____

Needs:

Is a Piano Needed? _____

No. of Chairs for Audience: _____

No. of Chairs for Performers: _____

No. of Music Stands Needed: _____

Other special set-up needs (i.e. harpsichord, electrical equipment, etc.)

Use diagram on reverse side for layout of stage set-up (if needed)

► Do you want this event recorded? _____ (must be completed) ◀

Off-campus events will not be recorded by Butler

Recital recording fee is \$50. A check made payable to "Butler University" must accompany this form at least three weeks prior to the recital/event.

******The recording tape is NOT included in this cost******

You must provide a new, high quality blank tape to the person producing the recording at least ONE HALF HOUR BEFORE the event. The recording can be done either on DAT, cassette tape or both for recitals in the Johnson Room. Lilly Hall 112 can accommodate recordings on cassette tape, DAT or CD-R. It is recommended you that purchase either Maxell, TDK or HHB brands in the following lengths:

90 or 110 minute cassette and/or 120 minute DAT, or 80 minute CD-R.
DAT's are now available for purchase in the Butler Bookstore.

If you change your mind about having your recital recorded, you must give Dr. Felice at least 24 hours notice, or you will be charged.

Check the Recital Information board outside of LH-230.

Office use

Copy: Dr. Felice Mrs. Scott