Spring 2021 - Self-Produced Recording Sessions
* Voertman Hall and Recital Hall * COVID restrictions in red

**DO NOT USE THIS FORM IF** . . .

You are self-recording in a classroom (Orchestra Hall MU232, Choir Room MU230, etc.) – time is limited depending on the project and number of players that include brass and woodwinds.
- Submit a Roomview reservation as “Internal” then “Recording Session.”
  Do not check the “Record” box.
- **REQUIRED** – you must include the purpose of this recording and the submission deadline for your recording.

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**Instructions for scheduling a self-produced recording session in Voertman or Recital Hall**

- Recording requests may be limited during heavy recital months.

1. Complete this form and email to Laura.Fuller@unt.edu before requesting in Roomview.
2. After sending in the form, make a roomview request. Choose “Internal” then “Recording Session.”
   Do not check the “Record” box.
3. You **may not book** between 3PM – 9:30 PM until two weeks in front of any date and within two weeks of your scheduled recital date.
4. If this is for an ensemble with woodwinds, brass or voice then you may play for 30 minutes, leave the room for 30 minutes, return and play for 30 minutes. The air must settle and aerosols produced dissipate for COVID safety.
5. There is a time limit 1.5 hours per request.
6. **IMPORTANT** - When selecting time in Roomview there must be 30 minutes of free time in the venue you choose before and after your selected timeframe. If not, your request will be denied.

**Voertman Hall** – 20 on stage – 6ft. spacing between piano/strings/guitar/percussion (masks required);
  12 on stage – 9 ft. spacing between woodwind, brass, or voice (masks required for voice & others when not playing).

**Recital Hall** – 6 on stage – 6 ft. spacing between piano/strings/guitar/percussion (masks required);
  5 on stage – 9 ft. spacing between woodwind/brass/voice (masks required for voice & others when not playing).

Your name and instrument: __________________________________________________________
If other students/performers are present list their name(s) and instrument(s) below:
__________________________________________________________________________________
__________________________________________________________________________________

Purpose of Recording (List competition or Grad School Aud., etc):
__________________________________________________________________________________

Recording submission deadline date _________________________