

Fall 2020 - Self-Produced Recording Sessions

★ Voertman Hall and Recital Hall ★ **COVID restrictions in red**

DO NOT USE THIS FORM IF . . . You plan on using UNT Recording Services

- Research available dates and contact recording services to see if they are available – recordingservices@unt.edu – subject line – recording scheduling request
- Once you hear from Recording Services then submit a Roomview reservation – date/time/hall at least 7 days in advance.
- Check the “Record” box & from the pull down menu “session – pay afterwards.”

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. **Include reason for recording and date submission is due.**

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

- *Recording requests may be limited during heavy recital months.*
- *You may not book a recording session in a hall within two weeks of your recital.*

1. Complete this form and email to Laura.Fuller@unt.edu **before** submitted your Roomview request.
2. After submission of form you may submit a request in Roomview for your recording date(s). 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.
4. **If 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. Limit 1.5 hours if found available.**
5. 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.
6. You may not book recording sessions in a performance hall within two weeks of your recital.

**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: _____

Recording submission deadline date _____