

M Manhattan
 School of Music
**DISTANCE LEARNING
 AND RECORDING ARTS**

RECITAL RECORDING REQUEST FORM

2017–18

TODAY'S DATE:	MSM EMAIL ADDRESS:	@msmny.edu
LAST NAME:	FIRST NAME:	
MAJOR / INSTRUMENT:	DEGREE LEVEL:	<input type="checkbox"/> Required Recital <input type="checkbox"/> Non-Required Recital
	<input type="checkbox"/> BM <input type="checkbox"/> MM <input type="checkbox"/> DMA <input type="checkbox"/> PS <input type="checkbox"/> AD	
RECITAL DATE: _____ / _____ / _____	RECITAL TIME: _____	
RECITAL HALL:	<input type="checkbox"/> Greenfield <input type="checkbox"/> Pforzheimer <input type="checkbox"/> Myers <input type="checkbox"/> Bossi-Comelli <input type="checkbox"/> Mikowsky <input type="checkbox"/> Miller	
List all instruments/voices that will be included in your program, including any electronics:		

STEP 1. Select Recording Rate by Type of Recital	Required Graduation Recital*	All Other Recitals (Non-Required, Junior Voice)
Standard Stereo Audio Recording	<input type="checkbox"/> INCLUDED	<input type="checkbox"/> \$100

STEP 2. Add Recording Upgrades (optional)	
HD Video Recording <i>Miller and Mikowsky Hall ONLY</i>	<input type="checkbox"/> \$50
Live Video Streaming <i>Miller ONLY and subject to studio and personnel availability</i>	<input type="checkbox"/> \$50
Multi-Mic Audio Recording <i>Myers, Miller & Bossi-Comelli Studio ONLY</i>	<input type="checkbox"/> \$50
Multi-Mic Recording Equipment Setup/Breakdown Surcharge Required for all Multi-Mic Recordings in the Bossi-Comelli Studio	<input type="checkbox"/> \$50
TOTAL AMOUNT DUE:	\$

* Majors that require more than one Required recital (ex. Accompanying or DMA) must select one recital during their degree program that counts as the included Stereo Audio Recording for no fee. Additional recital recordings will be charged at the "All Other Recitals" rates listed above.

I hereby declare that I have read and understood the attached policies and procedures of the Manhattan School of Music Recording Studio regarding Student Recital Recordings and agree to all the requirements stated therein. Additionally, I consent to having any digital file-based audio and/or video recordings delivered via a download link sent directly to the MSM email address listed above.

X

STUDENT SIGNATURE *form will not be processed if not signed* **DATE**

Signature of Rec. Manager: _____ Approve Deny Late Fee Emailed: _____ / _____ / _____ INV # _____

This policy must be read and signed by all individuals (students, faculty, staff, alumni & outside community) who record at Manhattan School of Music.

In consideration of having received permission to record at the Manhattan School of Music, **I (we)** _____ agree that, in the event that I (we) release, transmit, broadcast, sell or distribute a musical recording for promotional, premium or commercial purposes, now or at some future date, on CD, tape, record, film, music video, computer chip, television broadcast, radio broadcast, the World Wide Web or otherwise on the Internet, or in any other form now or later known or developed (collectively, "Media") which includes musical material recorded at the Manhattan School of Music, I (we) agree to abide by the following policies:

Copyright Considerations:

1. To obtain mechanical and/or synchronization licenses for all compositions which are under U.S. Copyright Protection or any copyright protection recognized under the Berne Convention, the Universal Copyright Convention or other international agreement to which the United States is a party (collectively "Copyright Protection").
2. If applicable, to obtain mechanical and/or synchronization licenses to release an arrangement of a composition that is under Copyright Protection.
3. If applicable, to obtain written permission from the composer and/or lyricist to release an unpublished composition.
4. If applicable, to obtain a performance license from the appropriate performing rights organization (e.g., ASCAP, BMI, SESAC) or other appropriate grantor of such license.

Graphic Documentation:

5. Not to use, or permit the use of, Manhattan School of Music's name or logo on or in connection with any Media, including without limitation on the front or back cover of any Media, in liner notes, on discs, or, in the case of Media not embodied in a tangible form, such as a World Wide Web site, any other means by which such Media may be displayed, including musical material recorded, in whole or in part, at the Manhattan School of Music (other than in compliance with Section 6 of this Agreement) without first having obtained advance, written permission and authorization from the Dean of Faculty & Performance of the Manhattan School of Music. Failure to obtain such permission will result in a penalty charge of not less than \$500.00. Any approval of the use of the Manhattan School of Music's name or logo, if granted, is and shall be expressly subject to the advance review and approval by the Manhattan School of Music of all graphic material that incorporates or is associated with the use of the Manhattan School of Music's name or logo.
6. To credit the Manhattan School of Music, Charles Myers Recording Studio, and/or any Recording Studio Personnel who are directly involved in my (our) recording project in the jacket liner notes or other credit materials for such Media. Language for text credit shall be determined in consultation with the Director of Recording, Manhattan School of Music, as per the specifics of the particular usage. For Internet usage, a link to the school's website, www.msmnyc.edu should be included, if feasible. Failure to credit shall result in a penalty charge of not less than \$500.00.

Performance Release Agreements:

7. To secure performance release agreement(s) from all musicians performing on my (our) recording project.

I (We) understand that the penalties for noncompliance provided for in paragraphs 5 and 6 above are not intended to, and shall not, be deemed to limit in any way the remedies available to Manhattan School of Music for any breach of this Recording Release Agreement.

I (We) understand and agree that I (we) will not hold the Manhattan School of Music responsible for any infractions of U.S. Copyright Laws, the Berne Convention, the Universal Copyright Convention or other international agreements to which the United States is a party ("Copyright Laws"), pertaining or otherwise in connection with the distribution, marketing, sale, broadcast, downloading, streaming, transmittal or export of Media containing musical material recorded at the Manhattan School of Music, and that I (we) will defend, save and hold harmless the Manhattan School of Music against any liability, loss, damage, cost or expense (including, without limitation, reasonable attorney's fees and expenses) paid or incurred by reason of any infraction or threatened infraction of Copyright Laws or otherwise in connection with the distribution, marketing, sale, broadcast, downloading, streaming, transmittal or export of Media containing musical material recorded at the Manhattan School of Music.

This Release is made in accordance with the laws of the State of New York, and shall be binding and inure to the benefit of our respective heirs, executors, administrators, successors and assigns.

Please sign and date this Recording Release Agreement, return to the Distance Learning and Recording Arts Department, Manhattan School of Music, and retain a copy for your files.

NAME (please print)

DATE

STUDENT SIGNATURE

HOW TO REQUEST A RECITAL RECORDING:

1. Turn in your completed Recital Recording Request Form to the Distance Learning and Recording Arts Office in **Room 312** at least 4 weeks prior to your scheduled recital date.
2. Any applicable payment is due when submitting your request form by **cash or check** made payable to "Manhattan School of Music." ***Credit and debit cards are not accepted.***
3. Within 5 business days, you will receive an email notification regarding your recital recording request. If Myers Recording Studio is unable to honor your recording request due to previously-scheduled recordings, your payment will be returned in full.

RECITAL RECORDING TYPES & OPTIONS:

All recital recordings are delivered in full-resolution digital file format via a download link emailed to your MSM email address.

- **STEREO AUDIO RECORDING** (*base option required for all recordings*)
Recorded in stereo audio format using the hanging stereo microphone systems installed in MSM performance venues.

ADDITIONAL RECORDING UPGRADES (*optional*)

- **HD VIDEO RECORDING**
Single-camera HD video recording is available for recitals that take place in **Miller Recital Hall** and **Mikowsky Recital Hall** only.

PLEASE NOTE: Recorded recital video files will be held by the studio for 30 days following the delivery of the digital download link. Students must download and review all material on their home computer within 30 days. After 30 days, the download link will still be active but further changes to your video recordings will not be possible.
- **LIVE VIDEO STREAMING**
Subject to studio and personnel availability, beginning in Academic Year 2017-18, live video streaming is available for recitals scheduled in Miller Recital Hall. Recitals will be streamed live via the MSM website.
- **MULTI-MIC AUDIO RECORDING (Multi-track)**
Subject to studio, equipment and personnel availability, this option is available for recitals that take place in Myers Recital Hall, Bossi-Comelli Studio and Miller Recital Hall and is intended primarily for jazz or contemporary ensembles that require a multi-microphone (or close-miking) setup, rather than a stereo-pair recording. This option includes a multi-microphone setup, full-resolution edited WAV audio files plus WAV audio files of each individually-recorded microphone track

PLEASE NOTE: Multi-Mic recital recordings that take place in the Bossi-Comelli Studio are subject to a \$50 setup/break down surcharge.

EDITING & FILE FORMAT:

FOR ALL AUDIO RECORDINGS:

Individual pieces and movements will be edited into separate files and named using the printed program available at the recital, as long as there is a discernible pause between movements and pieces. Movements that are not separated by pauses will **not** be individually tracked. All audio files will be delivered in full-resolution WAV format at 24-bit/48kHz.

FOR ALL VIDEO RECORDINGS:

All video recordings will be edited into individual video files for each piece or song cycle **in its entirety** (not into individual movements) using the printed program available at the recital. All video files will be delivered in full-resolution 1080p MP4 format.

RECORDING VENUES & EQUIPMENT:

- **Audio** recording is offered for student recitals that take place in Greenfield Hall, Pforzheimer Hall, Myers Recital Hall, Mikowsky Recital Hall, Miller Recital Hall and the Carla Bossi-Comelli Studio. Myers Recording Studio cannot record recitals given off campus or in Room 707.
- **HD video** recording services are offered in Miller Recital Hall and Mikowsky Hall only. Myers Recording Studio does not offer video recording services in any other halls at MSM.
- **Live Video Streaming** services are offered in Miller Recital Hall only and are subject to studio and personnel availability.

Myers Recording Studio does not provide any audio amplification support or equipment for student recitals.

RECORDING DELIVERY AND ADDITIONAL COPIES:

You'll receive an email at your **MSM email address** to let you know when your recordings are ready to download. It generally takes **5-7 business days** to edit, master and produce recorded recital media. During the peak performance period of March through May however, *production will likely take longer*.

- *By signing up for a recital recording, you consent to have all digital, file-based audio and/or video recordings delivered via a download link sent directly to your MSM email address.*

Myers Recording Studio has committed to delivering the highest-quality recordings possible to the students and community at MSM. Therefore, all recordings are delivered digitally in full-resolution format. Physical media such as CDs and DVDs are available for purchase at an additional cost by completing a **Copy Request Form** following your recital, available in Room 312.

- *Due to copyright and licensing restrictions, Myers Recording Studio can produce a maximum of 3 CD or DVD copies of any session, recital, or MSM performance.*

RECORDING CORRECTIONS:

It is your responsibility to listen to and review your recordings and notify the recording studio immediately of any problems. The studio will make any possible corrections, subject to studio approval, within 30 days of your initial receipt of materials, free of charge. After 30 days, you will be charged a \$20 fee for corrections you request.

LATE REQUESTS & CANCELLATIONS:

Recital recording requests that are received and honored with less than four weeks' notice will incur a \$70 late fee.

Recital recording cancellations must be made directly to the Recording Arts Office in Room 312. Notifying the Scheduling Office that you are cancelling your recital does not mean that you have cancelled your confirmed recording service with Myers Recording Studio. Students who cancel their confirmed student recital recordings with less than four weeks' notice will be charged a \$50 cancellation fee.

Transcripts and student records will be withheld if there is an unsettled account with Myers Recording Studio.

MSM AUDIO RECORDING POLICY:

*All concerts, events and student recitals at MSM are audio-recorded and engineered by the Myers Recording Studio facility and its staff only. **Personal audio recording is strictly prohibited.** Violation of this policy can result in school sanctions.*

MSM VIDEO RECORDING POLICY:

Students can use the services of MSM's Recording Arts Department to professionally video record recitals that occur in Miller Recital Hall and Mikowsky Recital Hall, or, elect to personally video record an MSM student recital in any venue using a single camera on a tripod or a smartphone/tablet. Personal video recording of student recitals must be done in accordance with the Equipment & Venue Policies and Personal Use Terms of Agreement outlined in the Recital Confirmation Packet.