

GREENFIELD HALL CONFIRMATION PACKET

NAME:		STUDENT ID:
MSM EMAIL ADDRESS: @msmnyc.edu		PHONE:
INSTRUMENT/VOICE TYPE:		DEGREE:
MAJOR TEACHER:		DEPARTMENT CHAIR:
RECITAL IS: <input type="checkbox"/> Required <input type="checkbox"/> Non-Required		DATE OF RECITAL:
START TIME OF RECITAL:		END TIME OF RECITAL:

Stage Setup:

Piano Selection: <input type="checkbox"/> 9' Steinway Model D (Hamburg) <input type="checkbox"/> 9' Steinway Model D (Keene) <input type="checkbox"/> Both Pianos		
Equipment:	How many?	Notes or Special Instructions:
Music Stands?		
Chairs for performers?		
Bass stool?		
Harpichord?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>If you plan to use a harpsichord: Contact Jocelyn Stewart – jocelynron@aol.com or (917) 693-6487</p> <ul style="list-style-type: none"> 2 months before your recital date to request permission and confirm instrument availability. 1 month before your recital date to schedule tuning for your recital and rehearsals. 		
<p>Please note the MSM Jazz Office and Production Department cannot provide a drum set or amps for your recital. Students should plan to bring their own equipment.</p>		

Additional Information:

Does any of your repertoire call for live electronics?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does any of your repertoire call for audio playback (ie: from a computer/phone/etc)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does any of your repertoire require additional amplification?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does any of your repertoire require piano preparation? (<i>use of piano other than pressing keys with fingers and pedals with feet</i>)	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>If you selected Yes to any of the questions above, please describe in detail below (including what types of amps you will need; if applicable):</p> <p style="text-align: center;"><i>Please note: Recording & Amplification are NOT the same. If your recital requires any amplification it MUST be requested in the space above.</i></p>	

Student's Signature/Date

Scheduling Office Signature/Date

GREENFIELD HALL CONFIRMATION PACKET

NAME:	STUDENT ID:
DATE OF RECITAL:	RECITAL IS: <input type="checkbox"/> Required <input type="checkbox"/> Non-required
START TIME OF RECITAL:	END TIME OF RECITAL:

Printed Recital Program

All recital programs (required and non-required) will be printed by MSM Media & Communications. House Staff will deliver programs to your recital unless your recital is off-campus. For off-campus recitals programs must be picked up in the Scheduling Office.

You are responsible for planning your program to ensure that time limits are met. Please complete the Online Repertoire Form found on your [student portal](#) in the right hand "Special Links" column.

Recital Duration Limits

There are specific time limits for required recitals, based on degree:

Junior Voice Recital: **30 minutes per student**

All other degrees: (AD, DMA, PS, MM, BM, non-required): **90 minutes**

****Recitals that go over the allotted time limit may be stopped mid-recital****

I, the student, confirm my recital for the above date, time, and location. I have read the recital confirmation packet and understand and agree to abide by the Audio & Video Recording Policies set forth by the Distance Learning and Recording Arts Department. I understand that my program must be produced by MSM Media & Communications, as per the student recital program guidelines. I understand that failure to submit my paperwork no later than 30 Days before my recital may result in revoking of recital privileges (printed programs, venue, staffing, recording, etc.). I confirm that my Private Lesson teacher and Department Chairperson have approved my repertoire.

Student's Signature/Date

Private Lesson Teacher Signature/Date

Chairperson Signature/Date

Scheduling Office Signature/Date

Please note: Teachers and Department Chairs may email the Scheduling Office to approve of a recital

MSM's Distance Learning and Recording Arts Department provides professional audio and video services for nearly 400 MSM student recitals each year. All students giving their final, **Required Graduation Recital*** can sign up to receive a Stereo Audio Recording for no fee and may also elect to add recording upgrades such as a multi-microphone setup, HD video recording, and/or live video streaming.

For any recital recording (Required or Non-Required), students must submit a **Recital Recording Request Form** to the Recording Arts Office in Room 312 no later than one month prior to the scheduled recital. The form is available in the Recording Arts Office or online at www.msmnyc.edu/campus/recording/student-recital-recording.

**PLEASE NOTE: Majors that require more than one Required recital (ex. Collaborative Piano or DMA) must select one recital during the degree program that will count as the Stereo Audio Recording for No Fee. Additional recital recordings will be charged at the normal rates.*

Listed below are the institutional policies regarding audio and video recording of MSM student recitals. By signing and submitting the Recital Confirmation Packet, students agree to comply with all policies stated herein:

MSM Audio Recording Policy

All concerts, events, and student recitals at MSM are audio-recorded by the Distance Learning and Recording Arts Department. **Personal audio recording is strictly prohibited.** Violation of this policy will result in school sanctions.

MSM Video Recording Policy

Students can use the services of MSM's Recording Arts Department to professionally video record and/or live stream recitals that occur in Greenfield Hall, Miller Recital Hall and Mikowsky Recital Hall, or, elect to personally video record a 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 following policies:

Equipment & Venue Policies

1. Video recording and/or photographic equipment is limited to one camera and one tripod at maximum. All recording equipment must be contained to one tripod or hand-held device.
2. Personal use of audio recording equipment such as microphones on stands, mixers or laptop computers is strictly prohibited.
3. Real-time personal live streaming or broadcast of any performance is strictly prohibited.
4. Flash photography is strictly prohibited.

Personal Use Terms of Agreement

1. Manhattan School of Music hereby grants the above-named applicant a limited, non-exclusive, non-transferable, non-assignable, royalty-free license to video record the student recital set forth in the Recital Confirmation Packet solely for the personal use of the applicant, to the extent MSM holds such right subject to grant.
2. The applicant agrees not to duplicate, sell or distribute said video recording for premium or commercial purposes now or at any future date, on any form now or later known or developed, collectively termed "Media" (i.e. photography, print media/advertisement, video media, DVD, Blu-ray, film, television, video game, cell phone, computer storage/memory, the World Wide Web, or otherwise on the Internet, Extranet or Intranet). The applicant further agrees that the video recording will not be used for any litigation purpose.
3. The personal use of recorded student recital video material is limited to the following:
 - a. The reproduction by the applicant for use as submission material when applying for educational grants and/or programs of study.
 - b. The posting of recorded material for promotional use only to personal websites and/or social media websites such as, but not limited to, YouTube, Vimeo, Facebook and/or Twitter, or other similar media to the extent later known or developed.
4. The applicant must confirm that he or she is authorized by the proper U.S. Copyright and/or performing rights organization (ASCAP, BMI, SESAC) to publicly distribute the recorded material.
5. The applicant agrees to secure performance release agreement(s) from all musicians performing in the recorded student recital prior to any form of public distribution.
6. The applicant releases Manhattan School of Music and its affiliated entities, and the employees and agents of each institution from any and all claims that the applicant has or that the applicant may have in the future that in any way arise from or have any connection with the recording, broadcast, taping, or other exhibition of the contents of the video recording including, without limitation, any claim for defamation or invasion of privacy.
7. Manhattan School of Music assumes no responsibility for infringement of property rights or copyright.

Recital Confirmation Packet Greenfield Hall

STUDENT RECITAL DEADLINES

<i>What?</i>	<i>When?</i>	<i>Where?</i>	<i>Done?</i>
Submit Recital Repertoire Form	No later than 30 Days before your recital	Student Portal	<input type="checkbox"/>
Submit Confirmation Packet, signed and completed	No later than 30 Days before your recital	Scheduling Office or Scheduling Website	<input type="checkbox"/>
Submit Recording Request Form	No later than 1 month before your recital	Recording Office	<input type="checkbox"/>
Schedule your dress rehearsal*	After you submit your Confirmation Packet	Scheduling Office	<input type="checkbox"/>
Schedule a reception (<i>optional</i>)	After you submit your Confirmation Packet	Scheduling Office	<input type="checkbox"/>
Turn in program to the Registrar's Office (<i>required recitals only</i>)	After your recital	Registrar's Office	<input type="checkbox"/>

** Dress rehearsals are not guaranteed. Please turn in your Confirmation Packet as early as possible for a better chance at receiving a time that works for you. If your recital is in Greenfield Hall or Miller Hall requests for dress rehearsals must be made at least **30 days** prior to the date of your recital. If you have missed the dress rehearsal deadline, you may schedule a dress rehearsal in another available space.*

Failure to meet the above deadlines may result in revocation of recital resources.
Please submit your paperwork on time!

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

RECITAL RECORDING REQUEST FORM

2019-2020

TODAY'S DATE:	MSM EMAIL ADDRESS: _____@msmny.edu	
LAST NAME:	FIRST NAME:	
MAJOR / INSTRUMENT:	DEGREE LEVEL:	<input type="checkbox"/> Required Recital
	<input type="checkbox"/> BM <input type="checkbox"/> MM <input type="checkbox"/> DMA <input type="checkbox"/> PS <input type="checkbox"/> AD	<input type="checkbox"/> Non-Required Recital
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 Audio Recording Fee by Type of Recital

Final Required Graduation Recital <i>(*see below)</i>	All Other Recitals (Non-Required, Junior Voice)
<input type="checkbox"/> No Fee	<input type="checkbox"/> \$100

Stereo Audio Recording

STEP 2. Add Recording Upgrades (optional)

HD Video Recording *Greenfield, Miller and Mikowsky Hall ONLY*

\$50

Live Video Streaming *Greenfield, Miller and Mikowsky Hall ONLY*

Make video viewable online for 30 days following recital

\$50

Live stream only (video will not be viewable after recital ends)

Multi-Mic Audio Recording *Myers, Miller & Bossi-Comelli Studio ONLY*

\$50

Multi-Mic Recording Equipment Setup/Breakdown Surcharge

Required for all Multi-Mic Recordings in the Bossi-Comelli Studio

\$50

TOTAL AMOUNT DUE: \$ _____

**Majors that require more than one Required recital (ex. Collaborative Piano or DMA) must select one recital during the 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 Recording Arts: _____ 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. 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**

Recorded in stereo audio format using the hanging stereo microphone systems installed in MSM recital venues.

ADDITIONAL RECORDING UPGRADES (*optional*)

- **HD VIDEO RECORDING**

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

PLEASE NOTE: *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 remain active but changes to your video recordings will not be possible.*

- **LIVE VIDEO STREAMING**

Subject to studio and personnel availability, live video streaming is available for recitals that take place in Greenfield Hall, Mikowsky Hall, and Miller Recital Hall. Please indicate on page 1 whether you would like to make the video viewable online for 30 days following the recital, or only during the live stream (the video will not be viewable after the recital ends if you select this option). Recitals are streamed on the MSM website at www.msmnyc.edu/livestream.

PLEASE NOTE: *Live streaming requests are handled on a first-come, first-served basis and may not be possible due to other concerts or recitals happening simultaneously.*

- **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 benefit from 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 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, in Room 707 or Rahm Hall.
- **HD VIDEO RECORDING** is offered in Greenfield Hall, 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** is offered in Greenfield Hall, Miller Recital Hall and Mikowsky Hall only and is subject to studio and personnel availability. Live video streaming may not be possible due to other institutional concert recordings happening at the same time.

The Distance Learning and Recording Arts Department does not provide any **audio amplification** support or equipment for student recitals. Requests for amplification must be made on the first page of the Student Recital Confirmation Packet distributed by the Scheduling Office.

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 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 **Recording 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.

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. 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 Greenfield Hall, Miller Recital Hall and Mikowsky Recital Hall, or, elect to personally video record a 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.