

DePaul University School of Music  
**Recital and Audition Tape Recording Service**  
Thomas Miller, Coordinator of Sound Recording Technology  
[tmiller@depaul.edu](mailto:tmiller@depaul.edu) • 773.325.4396  
Updated 2015

The DePaul School of Music Sound Recording Technology Program provides audio recording services for recitals and audition tapes. The fee for this service is \$75; this includes a student engineer to setup and record, rental of the required equipment, and a master CD. This does not include post-production services such as editing; editing of audition tapes is not allowed.

Recital recording requests should be made at the time you reserve your recital date; requests made less than two weeks before the date will not be accepted. After the recital recording coordinator has scheduled an engineer, they will call to confirm the date. At this time, you should take the tear-off slip from the bottom of this form with a check made payable to DePaul University to the cashier's office in SAC. **Please make payment to the cashier's office only after you have received a confirmation call from the coordinator.** The receipt should be given to your engineer at the recital; no master CDs will be released without a receipt.

This CD is your master; DePaul does not retain a copy.

If you have not received a confirmation call at least one week prior to the recital date, please contact Professor Thomas Miller at 773.325.4396.

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Cashiers Office: this \$75 check is for payment of a DePaul University School of Music recital recording fee. Please deposit it into account 400980-100-280100-00000-IN.

Student \_\_\_\_\_

# DePaul University School of Music Recording Request Form

**Once you have completed this form, return this page to Professor Thomas Miller's mailbox on the second floor of the School of Music. After you have been contacted by the coordinator, tear off the bottom cashier slip and turn it in to the Cashier's Office with a check made payable to DePaul University for \$75.00. Make payment to the cashier's office only after you have received a confirmation call from the coordinator.**

**Name:** \_\_\_\_\_

**Phone** \_\_\_\_\_

**Event** \_\_\_\_\_

**Room** \_\_\_\_\_

**Date, time** \_\_\_\_\_

**Instrumentation** \_\_\_\_\_

**Approximate length of program** \_\_\_\_\_