



RECORDING SERVICES HANDBOOK

2010-2011

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Introduction to CIM Recording Services

Each school year, the Recording Services department is responsible for recording over 700 concerts, recitals, recording sessions and rehearsals for CIM faculty, students and alumni. In addition, we handle requests for PA systems, mobile audio carts and video projection. We also maintain studio audio/video equipment and make duplications of CIM-related recordings.

Our mission is to capture and preserve, at the highest available quality, the milestones of performers in their college and professional careers. Our studios are equipped with only the best professional recording equipment equal to what you would find in commercial recording studios. Our professional staff works regularly in the commercial recording business and has a great deal of experience outside of CIM. We look forward to using this experience and knowledge to produce the best possible recording for you.

Please examine this handbook carefully. Feel free to see us if you have any questions. Also, please stop by the office if you would like advice or guidance on your own recording equipment.

~Recording Services Staff

For Students

Recital Recording Procedure

Your **degree recital** is scheduled through the Concerts & Events Office. Your recital will automatically be recorded, free of charge, in audio & video formats unless you (the student) specify otherwise. One CD and one DVD of your recital are automatically created for you free of charge. If you would like additional copies made, you can request them through the Recording Services Office any time after you submit your recital is confirmed. Additional CDs and DVDs are \$5 each.

Special services, such as sound reinforcement and CD playback, are available in Kulas Hall and Mixon Hall. Such services must be requested ahead of time.

Attacca

If you are playing separate movements *attacca* and would like those movements to be divided into separate tracks on the final CD, you must deliver a score to the office following the recital. Otherwise, we cannot guarantee the movements will be divided correctly or at all.

Please allow **seven business days** after your recital for your recording to be completed. You will know when your recording is ready when you receive an e-mail at your Case e-mail address. If you have pre-ordered additional discs, you will receive an invoice in your student mailbox and must pay the invoice before you may collect them.

Check your materials as soon as you receive them. In the unlikely event that your recording contains errors, we can quickly correct them.

For recitals toward the ends of semesters

Recording Services can mail your final disc(s) to you. The Shipping & Handling fee is a minimum of \$2.25 and will be billed to you in advance. This is helpful if you will be out of town immediately after the semester.

Cancellation Policy

Cancellations must be made at least one business day prior to your recital and during business hours.

Kulas Hall gray curtain

The gray curtain separates Kulas stage and can be opened or closed depending on the performer's wishes. Recording Services strongly believes that the balance and sound in Kulas Hall are strengthened with the curtain closed.

Mixon Hall acoustics

The acoustics in Mixon Hall can be changed to accommodate various instrumentations. Please stop by the Recording Services Office or ask your recording engineer for details.

Recording Session Procedure

A recording session is a block of time in which you can record, in audio and video, what you want in either concert hall. This service is useful if you need to make a recording for an audition or competition. Afterward, you can choose what you would like on a finalized CD or DVD and order copies of it.

Scheduling a session requires you to follow these two steps:

1. Schedule hall time in the Concerts and Events Office. You may use either Kulas Hall or Mixon Hall. Hall rental fees apply to preparatory students and alumni.
2. Visit the Recording Services Office and fill out a Recording Session form to request an engineer. We prefer to have your request at least **two** weeks in advance of your recording session date. If you submit your request within **one** week of the requested session, late fees may apply and we cannot guarantee an engineer.

Before the session, the engineer will meet you and answer any questions. A stage manager, if present, will help set up the stage. Arrive on time, rested and prepared (warmed up). Wear comfortable clothing and shoes that don't squeak. It might be helpful to bring a trusted friend or teacher to your session to act as the producer. Recording Services engineers may or may not be qualified to give musical advice and will not be held responsible for any musical decisions that are made during the session.

During the session, the first 10-15 minutes will be spent doing a sound check. When you are ready to begin, the engineer will call a "take" number before each of your run-throughs. You can do as many run-throughs as you need within the allotted time. You may communicate directly with the engineer during the entire session. Speak normally and the engineer will hear you. You might not see the engineer while the session is taking place.

After the session, you will receive the live discs that were recorded during your session free of charge. If you would like finalized discs with only the desired takes, please listen/view carefully in order to pick the takes you want. Within five business days, contact Matthew Arnold (Office Manager) and list the take numbers and program order for your final product. If he does not receive your takes within five business days, you will receive an invoice for your session and will have to pay the mastering fee in order to receive a final disc. Allow the engineer **seven business days** to finish your recording. Rush fees will apply if you require your CD sooner. Rush arrangements must be made when the session is booked. **Rushes are not available for DVDs.**

Cancellations must be made at least one business day prior to your session and during business hours. If you fail to do so you will be charged the full recording fee. Cancellations must be called in to the Recording Services Office, not the engineer.

Restricted times: Recording Services and Concerts & Events will notify you of any restricted times before you schedule your session. When school is not in session, scheduling depends on the availability of our engineers.

Editing: Edits must be clearly marked on a provided score. They must be at a point where all instruments are resting. Edits within a musical phrase (such as during melismas) and especially within a note are prohibited. Edits are not available for video. The intent of our editing services is to provide the listener with the most accurate example of your performing abilities, not to create a false impression.

Labeling: You will receive a blank white disc insert and label (not applied to disc) for each disc that you order. If you would like Recording Services to print labels for you, please fill out a yellow Label Information form available outside our office, Room 114. Legibly print in the exact text and layout you would like on your labels. We are only able to print black text on white labels (no graphics)

For Everyone

Special Requests

Recording Services provides special services when appropriate.

These include:

- Recording specific rehearsals, readings, class recitals, mock auditions, etc.
 - Public Address systems
 - CD Playback for recitals and rehearsals
 - Small sound reinforcement systems (usually for certain 20th- or 21st-century works)
 - Mobile audio cart that can be wheeled into any classroom without a sound system, or room 113 or 217 for a lecture or demonstration. The cart contains LP, DAT, CD, and cassette playback.
 - Video projection cart that can be placed in any classroom requiring image projection from a laptop. The system includes basic audio playback for laptops. We do not provide laptops. The projection screen must be booked with Concerts & Events.
 - Video camera for in-studio recording (on CIM premises only).
 - Note: Mixon has video and audio playback equipment pre-installed.
1. Visit the Recording Services Office and fill out a Special Request form. **Plan ahead.** We prefer to have your request at least **two** weeks in advance of your event date. Late fees may apply and we cannot guarantee an engineer for your event if you don't give us **one** week. **Recording Services may not accommodate same-day requests.**
 2. Discuss the nature of your request with the Recording Services staff to be absolutely sure we can accommodate your request.
 3. List one rehearsal time when we can test the system **during business hours.** Recording Services can provide services for one rehearsal and the event itself. It is important that you have set-up and tear-down time built into your rehearsal schedule. You should plan on at least 30 minutes for each.

Note: **Most special requests are not free.** A representative must agree to pay all applicable fees associated with the special request.

Duplication Procedure

Recording Services offers duplication services to current CIM students, faculty and staff. We also offer archival duplications for CIM alumni and can create CDs or DVDs of material you provide us. Recording Services adheres to and advises on copyright law. We may not complete any duplication that does not conform to copyright and/or fair use.

1. Visit the Recording Services Office and fill out a Duplication Request form. Please request at least one week in advance of when you need your duplication. Late fees may apply and we cannot guarantee your duplication on time if you request with less than one week's notice.
2. Recording Services can only fulfill duplication requests for those events that you have participated in. Students may not order faculty recitals or another student's recital, even with permission from the performer. Due to copyright policy, we can only duplicate performances in which you performed or your composition was performed. Please see the section on copyright policy (page 13).

We are able to do the following duplications:

CD to CD

DAT to CD

Cassette to CD

LP to CD (for CIM faculty only)

DVD to DVD

Please check your order. In the unlikely event there are problems with your recording, we can quickly correct them.

Orchestra and Opera Rehearsals

Three orchestra rehearsals immediately prior to an orchestra concert are recorded by one of our engineers. Rehearsals on the same day of the performance are not recorded, and other exceptions may apply. Opera sitzprobes and dress rehearsals are recorded. Live CDs will be run for the conductor and the library. The CDs will either be given directly to the conductor or placed in his/her mailbox. The library CDs will be delivered to the library book drop that evening. Any applicable soloists will receive a copy of his/her piece(s) for orchestra rehearsals. Rehearsals are not video recorded.

For Faculty/Staff

Faculty Recitals and Concert Series events

Recording Services makes every attempt to provide any services we can to help make your Concert Series faculty recital recording as outstanding as possible. It is critical that you communicate rehearsal and repertoire information to Concerts & Events so that we have all of the appropriate information.

1. **Rehearsal:** We can record, at no expense to you, one rehearsal of your choice during normal business hours. Please schedule this rehearsal as close to your concert as possible. Up to **three** CDs are run throughout the rehearsal and will include talking and some idle time. Rehearsals are not video recorded. Track IDs will be inserted throughout to break up the material. The engineer will begin rolling CDs as soon as musicians are in place and will stop at the scheduled time. Brief sections of the rehearsal may be missed to switch to a second disc. It is helpful to have the rehearsal repertoire and order written out for the engineer. The engineer will meet you when you arrive to arrange an exchange of the materials: they can be handed over afterward or placed in your mailbox. It is possible that we can record an extra rehearsal for the normal recording fee, \$5 per CD and \$15 per hour. That is largely dependent on timing, staffing and advanced notice.
2. **Recital or event:** A complimentary CD of the performance will be distributed to each performer usually within a week of the concert date. One complimentary video DVD will be provided for the recital representative as well. Additional copies of CDs and DVDs will be billed at the normal rate of \$5 each. It is important that you not rely on the rehearsal recording for performance balance issues. We always strive to make an accurate recording. Because of hall acoustics, we are sometimes able to record a better balance than you achieve on stage. Because of the timing of Concert Series events, it is possible that we have not yet optimized the microphone position when we record your rehearsal. We suggest that you have a colleague at one of your rehearsals to help judge balance in the audience.

Online Streaming

You will be notified if your performance is to be posted on instantcore.com. You will receive a live CD to review the day after your performance and should listen to that CD as soon as possible. Any works or movements you wish to omit from online posting should be communicated to Alex Kosiorek, Director of Recording Services. Otherwise, the Director reserves the right to remove any material that may not present the performer(s) in the best possible light.

Class Recitals

Recording Services can record your class recital. However, we need advanced notification. **You must request for Class Recitals to be recorded and must agree to all applicable fees.**

1. As soon as you have scheduled your studio class recital in Mixon or Kulas, fill out a Special Request form.
2. The master disc will be retained so that students may order copies of their performance.

Please give us as much notice as possible. It is quite likely that we will not be able to record last-minute requests.

Classroom Sound Systems

Many classrooms have stereo playback systems. These usually include a CD player, cassette deck, and LP record player. Please report any problems by calling x261. Please keep the cabinet locked.

Special note for classroom instructors:

The **Copyright Revision Bill** (HR2223) Section 107 states:

A single copy of a sound recording (such as a tape, disc, or cassette) of copyrighted music may be made from sound recordings owned by an educational institution or an individual teacher for the purpose of constructing aural exercises or examinations and may be retained by the education institution or individual teacher.

(Put simply, you may make only one copy of recorded material for classroom/educational use. Multiple copies for distribution are strictly prohibited. Please see the Director of Recording Services with any questions or concerns.)

Fees

Sales tax is currently 7.75%. Please note that there is no recital recording fee, and the first CD and DVD for recitals are free. Here is the fee structure:

Recitals

Audio and Video Recording, 1 CD and 1 DVD: No charge

Each Additional CD: \$5

Each Additional DVD: \$5

Rush: \$15

Recording Sessions (Session Days)

Audio Recording: \$70 (\$50)

Audio and Video Recording: \$90 (\$70)

Each CD: \$5

Each DVD: \$5

Rush: \$15

Late Request: \$15

Editing (per 4 edits): \$15

Each Extra Hour: \$15

Duplications

Any medium to CD or DVD: \$5

Mastering: \$15 per hour

Additional Faculty Rehearsals

Each hour: \$15

Each CD: \$5

Special Requests

Audio Recording: \$60

Audio and Video Recording: \$80

Each CD: \$5

Each DVD: \$5

Rush: \$15

Late Request: \$15

Editing (per 4 edits): \$15

Each Extra Hour: \$15

Recital/Session notes

Rushes are available for audio only; they are not available for video. If you need your CD before the normal seven-business-day turn-around time, you must pay the Rush fee. If you make your request within seven days prior to your recording session, you must pay the Late Request fee. There is a \$70 minimum fee for audio recordings and a \$90 minimum fee for video recordings. This fee covers up to two hours of recording time in the hall. If your session lasts longer than two hours, you will be charged \$15 per hour thereafter. If you anticipate needing more time than 2 hours, you must schedule this with Concerts & Events beforehand. It is possible that the hall is taken directly after your recording session, so staying on time is very important.

Duplication notes

The Mastering fee is charged when Recording Services does not have the master CD/DVD in its archives or the person requesting the duplication does not provide the master CD/DVD to be duplicated in its intended medium. Please see “Master Disc Retention” on page 12.

You will know you must pay your bill when you receive an e-mail to the address provided on the Duplication form with an invoice attachment. Please pay your invoice in the Business Office. Bring your copy of the receipt to our office to pick up your materials. We will not release your materials until the invoice is paid.

Refunds

Refunds are available at the discretion of the Director of Recording Services and will be handled on a per-case basis.

Miscellaneous Information

Recording Session Days

Recording Services will hold a number of Recording Session Days in October and November when hall time is limited and students need recordings made for auditions, applications and competitions. Kulas Hall, Mixon Hall and Harkness Chapel may all be used for recording sessions. These days will be announced at the start of the school year and will include specific recording times to choose from. Those wishing to sign up for a block of time on one of these days should contact Recording Services directly. **These times are expected to fill up quickly, and are the only times when students can have recording sessions during November and December.**

Alternate Venues

Epworth Chapel and Harkness Chapel may be used for overflow activity. Only audio can be recorded in Epworth and Harkness.

Master Disc Retention

Recording Services maintains a permanent archival collection of master tapes of all Concert Series events. Any recorded event in the Concert Series guide is kept forever. Doctoral recitals are also saved. All other concert events are only retained in live-disc format until the end of the school year. At the end of the school year they are discarded. These include:

- Bachelor of Music, Master of Music, Artist Certificate, Artist Diploma, and Professional Studies recitals
- Young Artist recitals
- All recording sessions

After you have received your recital CD/DVD and you are confident there are no problems with it, we will give you your live CD(s) free of charge at the end of the semester in which your recital occurred. **Once the live discs are in your possession, Recording Services has no responsibility for any problems associated with your recital recording.** We use the live discs for quality control. If your recital requires re-mastering, you will be responsible for any fees incurred and must provide the live discs to complete the request.

Contact

Cleveland Institute of Music
Recording Services
Room 114
11021 East Boulevard
Cleveland, Ohio 44106

Phone: 216.791.5000 ext.261

Office Hours: 10-12 and 2-4, Monday-Friday
Closed weekends and holidays

Alex Kosiorek, *Director*
Kristin Fosdick, *Multimedia Production Engineer & Coordinator*
Matthew Arnold, *Office Manager*