

## **Appendix I. RSTUDM Studio Access Application**

Performance Entity Representatives must request access to the RSTUDM by completing this application. Note that a Department of Music faculty member is required to serve as Session Manager.

To submit this application, please fill out this form using Adobe Acrobat version 8 or higher. Alternative PDF applications may not be compatible. Using Acrobat, the completed form can be emailed directly to [rstudm.mail@gmail.com](mailto:rstudm.mail@gmail.com). All applications must be submitted digitally.

### **I.1. Performance Entity Representative**

Provide the name of the Performance Entity Representative. Provide phone and email contact information.

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### **I.2. Session Manager**

Provide the Session Manager's name:

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### **I.3. Dates**

Provide the desired Session dates. Alternative dates, depending on availability, may be offered.

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### **I.4. Services**

State which services are need: tracking (recording), editing, mixing, and/or mastering.

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## I.5. Project Description

Provide complete details of the project.

1. Provide the title, author(s), duration, and copyright date of all works to be recorded

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2. Provide the names of all performers and complete instrumentation.

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3. If possible, estimate the total number of microphones and/or tracks necessary.

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4. If possible, estimate the total hours necessary to complete the project in the RSTUDM. Include sufficient time for editing, mixing, and/or mastering, if necessary.

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5. Specify any additional equipment or instruments, other than those described above, that will be used during this Session.

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## **I.6. Engineers**

How many RSTUDM Staff Engineers will be required? If a Visiting Engineer will be used, please name this Engineer, provide contact information, and attach or have forwarded a professional resume for the Visiting Engineer documenting experience in professional audio recording.

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## **I.7. Annual Operating Budget**

If this performance entity has an annual operating budget, please provide the annual operating budget for the present year.

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## **I.8. Purpose**

If this performance entity is not affiliated with the Department of Music (Performance Entities constituted of Towson University Students (Section A.5), COFAC Faculty and Organizations (Section A.6), Towson (Non-COFAC) Faculty and Organizations (Section A.7), and Off-Campus Organizations and Individuals (Section A.8)), describe the purpose of this project, including how the recorded materials will be used and distributed.

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