

Self-Produced Recording Sessions

★ Voertman Hall and Recital Hall ★

Scheduling a self-produced recording in a classroom (Orchestra Hall MU232, Choir Room MU230, etc.) DO NOT USE this form for this type of request

- Time is limited depending on the project.
- Submit a Roomview reservation as “Internal” then “Recording Session.”
Do not check the “Record” box.
- REQUIRED – you must include the purpose of this recording and the submission deadline your recording is due.

Instructions for scheduling a self-produced recording session in Voertman or Recital Hall **This form is required prior to making a request in Roomview.**

1. Complete this form and email to music.scheduling@unt.edu before submitting a request in Roomview.
2. After sending in the form, make a roomview request. Choose “Internal” then “Recording Session.”
Do not check the “Record” box.
3. You **may not book** between 3PM – 9:30 PM until two weeks in front of any date and within two weeks of your scheduled recital date.
4. There is a time limit 2.5 hours per request.
5. Times may be limited due to heavy recital periods and dress rehearsal time needs.

Your name and instrument: _____

If other students/performers are present list their name(s) and instrument(s) below:

Purpose of Recording (List competition, audition, etc):

Recording submission deadline date _____

Complete this form and email to music.scheduling@unt.edu before submitting a request in Roomview.