

TTU Department of Music

Video Services Request

Instructions:

1. Fill out this form and print it.
2. \$25 is required to cover the Video Services Retainer. Make checks payable to "Horn Club," or pay by cash.
3. Take your payment to Jeremy Hansen in BFA 216. He will give you a receipt of payment and sign this form.
4. Give the approved form to the recording engineer for your performance.

Terms:

1. Video services requests must be approved by Dr. Hansen. Recording engineers cannot take payment or informal requests. Please be sure to leave adequate time to receive a receipt and approval.
2. Video streaming does not guarantee the quality of viewing on client computers. Viewer experiences depend heavily on the client computer hardware, software, and internet connection. Refunds will be given only if the recording engineer verifies a failure to stream the program.
3. Recorded video will not be stored by the department. If requesting video recording, users will receive a USB flash drive containing a 1080p30 H.264 Quicktime movie. This flash drive is property of the department, and must be returned to Dr. Hansen's mailbox within four days. Failure to do so will result in an account hold. Performances typically result in a 3-5GB file.
4. The streaming URL is: <http://www.tntech.edu/music/live>. A link may also be found on the department website.
5. Video recording and/or broadcasting is an optional service offered by the TTU Horn Club.

Name: _____

Date of Performance: _____

Title of Performance: _____

I am requesting: Video recording I have a: Mac
 Live webcast PC

I agree to the terms above: _____
(Signature)

Approval: _____