



Wharton Institute for the Performing Arts Recording Studio Session Information Sheet

Please complete the following and return to susan.peterson@whartonarts.org

Recording information			
Performer Name:			
Parent Name:			
Address:			
Contact Email:			
Cell Phone:			
Instrument:			
Piano required:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Accompanist:	<input type="checkbox"/> I have an accompanist <input type="checkbox"/> Please suggest an accompanist <input type="checkbox"/> N/A		
Type of Recording:	<input type="checkbox"/> Audio Recording <input type="checkbox"/> Audio and Video recording		
Schedule Request:			
Costs – WIPA must have your credit card information on file to book your session			
		Estimate	Actual
Studio Time:	Audio only @ \$90/hour. Audio and Video @\$100/hour		
Editing Time:	Audio only @ \$90/hour. Audio and Video @\$100/hour		
Piano Usage Fee:	Use of WIPA Steinway Model B Concert Grand Piano - \$50 (waived if piano is tuned)		
Tuning Fee:	Tuning by WIPA Certified Piano Tuner (Recommended!) \$150		
Materials Fee:	\$5 per CD; \$10 per DVD		
Total Cost:			
Deposit:	Equal to 1 hour of recording time.		
	Balance due at delivery of recordings		

Credit Card Account Number: _____ Expiration Date: _____ CVV: _____
Visa/Mastercard/American Express/Discover

Name on Card: _____ Signature: _____

I have read and understand the Recording Studio Usage Policy and Procedures and agree to pay in full upon receipt of recording materials.

Recording User Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

WIPA Representative Signature: _____ Date: _____



Wharton Institute for the Performing Arts Recording Studio Policies and Procedures

GENERAL INFORMATION

The Paul Jabara Audio Recording Studio and adjoining black box theater are available for rent and equipped to handle any project from audition videos to professional cast recordings of full musicals. Jazz ensembles, rock groups, chamber musicians, vocalists, and solo instrumentalists can schedule audio and video recordings at Wharton Institute for the Performing Arts by calling 908.790.0700.

Facility includes:

- State-of-the-art recording studio
- Steinway Model D Concert Grand Piano
- 100-seat Black Box Theatre
- Access to Professional Audio/Video Engineer

SCHEDULING YOUR SESSION

Wharton Institute for the Performing Arts is a full time lesson and performance facility. Availability is based on a first come/first served basis. Due to noise levels during peak lesson and class times, the following are the best times to book the facility in descending order. The studio is used for classes and lessons on weekdays between 2:30-7:30pm and cannot be booked during those times.

- Sundays - all day
- Saturday - after 3pm
- Weekdays - done by 2:30pm
- Weekdays - starting at 7:30pm

BOOKING PROCEDURES

1. Contact WIPA lead engineer, Joe DeVico via email at joe@jdvmusic.com or by phone at (973) 723-1548 for consultation and preliminary scheduling.
2. Complete the **Session Information Sheet** with cost estimates (see cost information below)
3. Submit completed **Session Information Sheet** with your deposit (equivalent to one hour of recording time) to Susan Peterson (susan.peterson@whartonarts.org). A valid credit card is required to complete booking.
4. Your session is not confirmed until you receive a signed copy of your Session Information Form from WIPA.

CANCELLATION AND RESCHEDULING

- Cancellation of a booked session or sessions made more than one month prior to booked date will be refunded at 90% of the deposited amount.
- If a session is rescheduled, your deposit will be applied to the new session fee.
- Twenty-four-hour notice is required for all cancellations or rescheduling. If such notice is not given, one hour of studio time at the rate booked will be charged. The deposit will be lost unless the session is rescheduled.

PAYMENT

Payment must be made in full at the completion of each session. No recordings or masters will be released without payment in full. Payments may be made in cash, check, or by credit card.

FIXED SESSION COSTS

Every recording session is different. Please use the guidelines below to estimate the cost of your session and include the estimate on your Session Information Sheet.

- **Hourly Session Fees** – The per-hour costs indicated below are for hours spent recording AND editing each project. Sessions begin at the scheduled recording time and end when the performer is satisfied with
 - **Audio Recording** – \$90 per hour
 - For every hour spent in the studio recording, expect an hour of editing time.
 - Average audio sessions including editing/mastering are approx. 2-2.5 hours total.
 - **Audio/video Recording** – \$100 per hour
 - Expect around 1.5 to 2 hours of editing time for every hour spent in the studio.
 - Average video sessions including editing/mastering are approx. 3-4.5 hours total.
- **Piano Usage** – the WIPA Recording Facility features a concert-quality Steinway D Grand Piano.
 - Tuning Fee - \$150. Having the piano tuned immediately before your session is highly recommended, especially for pianists and other soloists with accompaniment.
 - Usage Fee - \$50. **If you choose not to have the piano tuned for your session**, a \$50 usage fee will be charged to support the moving and maintenance of the instrument.
- **Materials** – all sessions include a master disc. (2 in the case of video, 1 CD and 1 DVD). You are welcome to make as many copies of your discs as you'd like on your own computer or other recording device. Additional discs are available upon request at the following rates:
 - **CDs** – \$5.00 per additional copy
 - **DVDs** – \$10.00 per additional copy
 - **Blu-ray** – \$25 for Master and \$10 per extra copy (please request at session)
 - **Digital Video** – \$25 This includes audio and video files uploaded to a shared folder for you to download and save to your own computer. The uploaded video will be higher resolution than a DVD, suitable for streaming HD over the web or burning to a Blu-ray Disc.
 - **Packaging Note:** As every school/competition has different requirements, we do not print text or identifying marks on any physical disc (CD/DVD) but are happy to make labels for the cases if you request them. We burn your discs to printable media, so if you have an inkjet printer at home, you are welcome to print on the discs yourself.

WHAT TO EXPECT

The following guidelines were put together by our lead recording engineer in order to help you make the most of your recording session.

BEFORE FOR YOUR SESSION

The more prepared the performer, the smoother and quicker the session will run. Here are some tips:

- Use an experienced accompanist if necessary, preferably one which the performer has worked with in the past if possible.
- Do some dry runs at home, playing the piece(s) in their entirety without stopping during a number, only between pieces or movements.
- Bring extra copies of your music for the engineer. That will cut down on editing time if you decide to make edits.
- Have fun and relax! Don't sweat the small things, like wrong notes or minor mistakes. The overall feeling and emotion put into a performance can far outweigh minor execution flaws. Keep in mind that anyone who can tell the difference between a great performance and a very good performance is looking for more than technical ability. A technically perfect performance with no feeling is far worse than one with great emotion and a few small mistakes.

DURING YOUR SESSION

- Your session billing begins at your reserved time. Please check with WIPA if you would like to arrive early for your session to warm up.
- Your engineer will usually arrive approximately 15 minutes prior to the session to prep the studio (setup mics, run cables, setup piano, etc.)
- Expect around 10-20 minutes of time at the beginning of the session to adjust levels and cameras, etc. starting from the time you are in position, ready to play. You are welcome and encouraged to rehearse during this time so the engineer can make adjustments to the equipment to capture the best audio (and video) of your performance. This time is billed as part of your session.
- The session ends once you've decided you've captured your best performance and are ready to start packing up. You will not be charged for the Engineer's break-down time.
- Our engineers will let the "tape" run for the entire time you are playing in the studio so that you'll have multiple performances to choose from.

AFTER YOUR SESSION

- **Audio Production Process**
 - The recording engineer will send you all the "takes" from the audio session electronically within 24 hours of the session, OR a complete CD of the entire session can be created on site during the session on request.
 - The performer should use these takes can be to evaluate the performances and get outside input from teachers or other advisors about how best to showcase your performance.
 - Once you've reviewed the "takes", simply let your engineer know via email which ones you'd like to use and in what order. You can also dictate any edits or special requests you might have for the final master.
 - To edit or not to edit? Today's technology makes advanced editing very simple and a "composite" can be generated from multiple "takes" or performances. Depending upon your intended use of the recording, the morality of extensive editing is a subjective matter and is left entirely to your personal discretion.
 - Master discs and files will be available within 3-4 days upon sending your edits/selections to your engineer.
- **Video Production Process**
 - Video requires transfer to a computer and to have the mixed audio sync'd to picture. Although it's and therefore requires a minimum of a 24-hour turnaround.
 - The average turnaround on video is 3-4 days from the time you submit your selections.
 - Please let the engineer know at the time of booking if you need to meet a submission deadline less than one week from the session date.
 - Video edits are nearly impossible within takes as the performer's body position would create a visible and sudden shift in the video. For this reason, most music schools prefer video and many require it. However, you may repeat your pieces multiple times and choose between complete "takes" for your best performance
- **Archiving Recordings**
 - WIPA retains recording projects on its hard drive and backs it up following internal standards .
 - Masters and session data are kept for 1 year from the date of the session.
 - We will also back it up to your drive, CD or DVD subject to the hourly rates listed above.
 - Please keep backups of your original discs and files. If you'd like the raw audio/video/session data, please bring a USB flash drive to the session and the engineer will transfer the data for you.
 - WIPA will not be responsible or liable for any lost data due to system failure.
 - Should our equipment fail to perform for any recording, editing or back-up session charged to a client, WIPA will provide additional recording and engineering time at no additional cost.

If you have any further questions, contact Susan Peterson at Wharton Institute for the Performing Arts. 908.790.0700.