

Audio/Video Recording Policy as of 1/2/26

Overall:

Students, Faculty and outside guests may request audio recordings in any of the performance spaces.

There is a charge for Blair audio engineers in all circumstances, current rates apply.

No matter what kind of recording and or who does the recording, the following **credit** must be added to any and all pieces:

**This was recorded at xxx Hall, Blair School of Music, Vanderbilt University,
on xxxx date.**

If Blair a/v team is used, the recording engineer should be given credit.

If a third party is used, Blair engineer should be listed as Assistant Engineer.

Recording sessions should be scheduled no earlier than four weeks ahead, which helps avoid late cancellations. They should be scheduled no later than two weeks ahead if a Vanderbilt engineer is to be used. If you have a large multi-day recording project, please consult with the Director of Production first to work out the best time slot to reserve.

Faculty recordings:

Faculty members receive at no charge two-10 hour days of use per year in Ingram Hall. Any additional time will be rental at the hourly rate (currently \$180.00). All other Blair spaces can be booked as available, no charge. Please keep in mind the volume of use of all Blair spaces and plan accordingly.

Ingram requires a minimum of two audio engineers. Turner may require a Blair engineer on site depending on the use. If the control room needs to be used by a third party, an engineer must be present. If a third party is entirely self-sufficient and brings in all their own equipment, etc., then no Blair engineer is required. Current engineer fees are \$45 an hour per person. Video recording is an additional engineer.

Estimated post-work fee will be quoted once the project is reviewed and product level delivery determined.

Faculty who choose to hire an independent recording engineer will be charged for one Blair audio engineer to be present during the hours reserved for the recording.

If the piece being recorded is for personal and/or scholarly use, the faculty member may be given the raw product and/or the finished product directly.

If the piece is for commercial use, the faculty member must have all copyright usage in place (the recording does not fall under the local licenses that are maintained by the library for the School). Credits must be given as laid out above.

The faculty member can be given the raw files if requested. If Blair employees complete post work, the final product will be delivered to the faculty member, with the Blair School retaining the stems.

Student recordings:

Students may reserve two 2-hour sessions each semester for recording purposes, free of venue charge.

Students may request the Blair a/v team to record, for which there is an hourly charge, and is based entirely on availability (i.e. do not expect to be able to use the team if it is a busy month, such as April or November). The team can give the student the raw footage so they have it to manipulate as they wish, or for an additional fee, the team will create a deliverable product, retaining the stems.

Note—All recordings take 12 business days to produce, no exceptions.

Internal and external rentals:

Rental clients may use their own equipment and record but must include the mandatory credit. Client must have any required licenses/permissions in place before the recording.

Presenting Services can record, if requested and paid for. Client may receive a raw file and/or a post-show deliverable will be created and given to client. Blair retains the stems.

If a client has requested recording services, an addendum will be created to add to the rental contract to outline deliverables.

Staffing/Payments:

Due to the number of performances that the audio/video team needs to cover, recording sessions should be requested with busy times in mind.

Recording engineers are \$45 per hour, minimum 2 hours.

If a deliverable product is requested, post work cost will be estimated.

An invoice will be created at the project conclusion that includes total engineer charges as well as venue charges if applicable.

All payments to Blair engineers must be processed through the Vanderbilt payroll system. You may pay Blair staff and any venue charges either through faculty funds (please confirm

fund availability first), a COA or project code, or a check made out to Blair School of Music for the total amount. Or you may also use a credit card (3.75% fee attached).

Faculty using non-Blair engineers should process payment via Candex through submission of the appropriate Redcap form.