



## Recording Session, Booking Request Form

Quick Note on Booking:

This studio service is exclusive and not open to the general public. Booking is available only to those who have been personally referred by a current student or family member. Current students will coordinate all scheduling and project details directly with Liz during their private lessons.

Please complete this form in full so we can contact you to schedule and provide an accurate quote for your professional recording project.

### SECTION 1. EVENT & CONTACT INFORMATION

**1. Full Name:** (To know who to speak with.)

Answer:

**2. Email Address:**

Answer:

**3. Best Contact Phone #:**

Answer:

**4. Referral Source:** Who is the current student at Vocal. Stage or family member who referred you? (Required)

Answer:

**5. Preferred Session Date and time:** Note: Recording Sessions are available Saturdays only

Proposed Dates:

☐ Morning 9am ~12 pm

☐ Afternoon 1pm~4pm

### SECTION 2. PROJECT DETAILS.

**1. Project details.**

☐ Single Song Vocal Recording. Cover of a song using an existing .mp3 instrumental accompaniment.

☐ Voiceover / Spoken Word Project

☐ Audition Recording / Demo

☐ Other. Please Describe

**2. Total number of songs to record:** Note on Studio Time: Each song that has been previously practiced and is performance-ready will require a minimum of 30 to 60 minutes to record, not including mixing and mastering time

Answer:



**3. Instrumental/Backing Track Requirement:** The instrumental, accompaniment, or karaoke version of the song **must be provided by the client**

- ☐ Yes, I have professional-quality tracks .mp3 ready.
- ☐ No, I need assistance acquiring the track. (Please list the song titles below. There is a \$5 fee per song for track acquisition assistance.)

**4. Is your music memorized and performance-ready?**

- ☐ Yes, fully memorized.
- ☐ Mostly, but I will need lyrics on a music stand.

**SECTION 3: SECTION 3: POST-PRODUCTION & USAGE AGREEMENT**

The final price will be determined based on your selection of services (editing, mastering, and video), which must be confirmed during the consultation.

**1. Service Options: Please confirm you have reviewed the available recording, mixing, mastering, and video packages on the Vocal Stage Studio website.**

- ☐ Yes, I have reviewed the recording service options on the website. (Pricing will be confirmed during the consultation.)

**2. Video Service Options**

- ☐ No Video Required. (Audio-only project.)
- ☐ Simple In-Studio Video Capture: Recording the session with one camera for a basic, unedited video. (Additional Fee Applies).
- ☐ Video Editing: Includes multi-camera editing, graphics, and full color correction. Sync recorded sound with image (Custom Quote Required)

**3. Usage Release for Vocal Stage Studio**

- ☐ I grant permission for Vocal Stage Studio to share short clips of my finished song/video on their website and social media for promotional purposes
- ☐ No, I do not grant permission. My finished song/video will not be shared publicly by the studio

**SECTION 4: ACKNOWLEDGEMENT AND AGREEMENT.**

By submitting this request, I acknowledge and agree to the following:

- Exclusive Service: I understand this recording service is exclusive and not open to the general public, and I am booking as a personal referral.
- Scheduling Process: I understand that session scheduling is subject to Saturday availability and will be finalized after my project details and quote are approved.
- Track Requirement & Fees: I understand that the backing track must be provided by me, and if I request assistance with track acquisition, a non-refundable fee of \$5 per song will be added to my quote.
- Guest Responsibility: I understand that I am responsible for the noise level of any guest I choose to have present in the studio. It is recommended that only the person recording is present during the session to ensure the highest quality recording environment.
- Pricing Structure: I understand that the final price will vary based on my selections for post-production and will be defined clearly in the final project quote after I have reviewed the options on the Vocal Stage Studio website.
- Studio Time Estimate: I acknowledge that each practiced, performance-ready song will require a minimum of 30 to 60 minutes to record.

☐ **I have read and agree to the terms above.**