

**** Note: While every effort is made to have Faculty Archival recordings available to performers and requestors where appropriate, there are rare circumstances when a recording may not be available due to a scheduling and/or staffing issue ****

Name: _____

Email: _____

Check One: **Copy of Recorded Event** **Private Recording Session**

Fees**: Single Event Requests - \$30 Private Recording Session - \$100
 Additional Event Request(s) - \$5 Please contact **Mike Godwin** - mgodwin@uwo.ca

****Fees will be waived for credit recital recordings relevant to the 2020-2021 Academic Year**

EVENT REQUEST INFORMATION

	YY:	MM:	DD:	Time:	Venue:	Event Name:	Cost:
<i>Example</i>	19	09	24	8pm	vKH	<i>Example Event Name</i>	<i>Leave Blank</i>
1.							
2.							
3.							
4.							
5.							
TOTAL COST:							

*** FOR OFFICE & STUDIO USE ONLY ***

DEAN'S OFFICE RECEIPT

	X	
<i>Name</i>	<i>Signature</i>	<i>Date</i>
Wade Haan		
<i>Payment Received By</i>	<i>Signature</i>	<i>Amount</i>
REQUISITIONER'S RECEIPT		
<i>Name</i>	<i>Date</i>	
Wade Haan		
<i>Payment Received By</i>	<i>Signature</i>	<i>Amount</i>