



Mary Morgan Moore Department of Music Recording Facility

Policies

Mary Morgan Moore Department of Music
Lamar University

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Table of Contents

Introduction	3
1. Facility History	3
2. Snapshot of the Facility	3
3. Facility Finance	3
4. Facility Use	4
5. Facility Use Fees	4
6. Student Engineer Policies and Pay Schedule	6
APPENDIX I	
Signal Path	7
APPENDIX II	
Student Worker Studio Setup Checklist	8
APPENDIX III	
Recording Studio Application	10

Introduction

This handbook sets down all policies regarding the use and maintenance of the Mary Morgan Moore Department of Music Recording Facility (MMMDMRF).

1. Facility History

In the fall of 2008, it was determined that the structure known as the Music Building (now named The Jimmy Simmons Music Building) was to be gutted and completely renovated. At that time, department faculty, in consultation with the Houston architectural firm VLK and Austin acoustician Charles Bonner, requested that space and infrastructure be provided for a state of the art recording facility. At that time, two senior faculty members—Dr.s Wayne Dyess and Nick Rissman—took charge of facility design, including the researching similar such college facilities, determining facility functionality, procurement of systems hardware/software, on-site assembly of hardware and the initial authoring of facility policies, many of which are included in this handbook.

2. Snapshot of Facility

MMMDMRF is comprised of four spaces: Rothwell Recital Hall, Wiley Rehearsal Hall, Studio (room 102a), and the Control Room (room 102). Rothwell, Wiley, and the Studio are capable of recording everything from large orchestras to small chamber ensembles and soloists, and are routed through 130 balanced returns to the heart of the facility—an Avid/Digidesign ProTools HD 2 system with C-24 Series board capable of 24 inputs (expandable to 32 with additional Digidesign Pre.s). A ProTools 003 system, plus various legacy/archival mediums round out the capabilities. The facility's microphone locker includes a Royer SF-24 stereo ribbon type, a wide assortment of Neumann TM, SKM, and KLM pairs, as well as Sennheiser, AKG and Shure dynamic types. A vintage midi-rack includes Roland, E-Mu, Yamaha, and Korg units.

3. Facility Finance

The facility has a restricted index, MU6026, for the purposes of maintenance and operations. The index is funded through facility-use fees. The index is managed by the MMMDMRF Facility Coordinator, in conjunction with the Department Chair. All expenditures are initiated by the Facility Coordinator, with Chair approval.

4. Facility Use

The MMMDMRF may be used by Department students (see Chapter 5), faculty (ibid.), and outside individuals/groups (ibid.).

Access to the MMMDMRF Control Room (room 102) is limited to the Department Chair, the MMMDMRF Coordinator and—with the Coordinator’s approval—designated student engineers (see Chapter 6). Access to the MMMDMRF Studio (room 102a) is limited to music faculty, or students with faculty present. (All individuals are asked to treat the facility’s surfaces [walls and ceiling] with care, as they are delicate and expensive to replace. All individuals are also asked to refrain from playing the piano in the Studio [room 102a], to leave food and drink outside of the room, and to secure/close the locked door when finished.)

5. Facility Use Fees

Fees are divided into four categories: Student, Faculty, Departmental and Outside Group/Individual.

STUDENTS:

Two-Channel, non-edited recital recording (Rothwell Recital Hall).....	\$50.00
Two-Channel, edited recital recording (Rothwell Recital Hall).....	\$75.00
Video, unedited (Rothwell Recital Hall).....	\$125.00

One month prior to recording, students must complete a Student Recording Application (APPENDIX III), make check payment to “Lamar University” (print “Index: MU6026/Account: 545010” on the check as well), and take the check and application to the cashier at Wimberly Student Services Building, then return the application and cashier’s receipt to Nick Rissman for payment verification.

FACULTY:

Music faculty waive the Facility-Use fee, and are thus only responsible for the recording engineer’s fee, which is negotiated between the engineer and the faculty member. Faculty members are kindly requested to contact the MMMDMRF Coordinator one month prior to recording, in order to reserve the spaces and personnel necessary for the project.

DEPARTMENTAL:

I. All 10:20 recitals are recorded and archived in the Computer Lab. Student-engineers are paid from the Department’s general Index.

II. Faculty members who wish to have their ensembles’ Rothwell, *two-channel, unedited* recitals/concerts recorded will be charged \$15.00/hour. Faculty are expected to secure funding (departmental funding [email from Department Chair required], or out-of-pocket) **prior to recording date**. Faculty members are kindly requested to contact the MMMDMRF Coordinator one month prior to recording, in order to reserve the spaces and personnel necessary for the project.

III. Faculty members who wish to have their ensembles recorded—in session, multi track/edited (in Rothwell, Wiley, or the Studio)—will negotiate an engineering fee with the engineer. Funding must be secured as in item #II (see above.) Faculty members are kindly requested to contact the Facility Coordinator one month prior to recording.

IV. Faculty who wish to utilize Rothwell Hall’s four-camera video system will be charged a rate of \$50.00/hour. Please keep in mind that the video is a live, non-editable feature. Faculty are expected to secure funding as in item #II (see above.)

OUTSIDE GORUP/INDIVIDUAL:

Outside groups/individuals (non-music students; non-music faculty) may record their audio/video projects in Rothwell, Wiley, or the Studio.

Facilities Use.....\$50.00/hour
MMMDMRF Resident Engineer’s Fee.....Negotiated

Outside groups are requested to contact the MMMDMRF Coordinator one month prior to recording, in order to reserve the spaces and personnel necessary for the project.

Outside engineers may use the facility with the express consent of the MMMDMRF Coordinator, under the physical supervision of a resident MMMDMRF engineer (who may negotiate for his/her supervisory fee.)

Facilities Use payment is required in full upon the conclusion of the project, prior to delivery of recorded product (compact optical disc; solid-state memory device [“flash”]; external hard drive; cloud-based storage, and/or any other type of audio/data storage medium, currently existing or yet-to-come to market.)

6. Student Engineer Policies and Pay Schedule

Any currently enrolled Mary Morgan Moore Department of Music student may become a Student Engineer, with priority given to Composition Majors and Music Business Majors.

In order to become a Student Engineer, the candidate must qualify to the level of "Two-Channel Basic" proficiency by completing at least three weeks of training, and successfully passing a competency exam administered by the MMMDMRF Coordinator. Interested students are requested to contact the MMMDMRF Coordinator.

Student engineers are only permitted to record two-channel, overhead microphone recordings originating in Rothwell. Recordings involving hand-placed microphones MUST be engineered/supervised by the MMMDMRF Coordinator.

Student Engineers will follow all of the guidelines laid out in the Student Worker Studio Setup Checklist (APPENDIX II).

STUDENT ENGINEER PAY SCHEDULE:

10:20 Departmental Recital.....\$15.00
Other Departmental Recitals.....\$15.00/hour

Student Two-Channel, Non-Edited Recital.....\$15.00
Student Two-Channel, Edited Recital.....\$30.00
Video Recordings.....\$50.00

Other Two-Channel, Rothwell recordings
(Faculty;Departmental;Student).....Negotiated

Signal Path

Returns to Control Room (room 102)

1-48 Rothwell

49-96 Wiley

97-120 Studio (room 102a)

Sends from Control Room (room 102)

Student Worker Studio Setup Checklist Rev. 11/14/14

- I. Only those students who have completed elementary studio training are permitted access to the studio facility.
- II. Please observe the following rules:
 - A. No eating or drinking allowed in control room.
 - B. No internet access permitted (on studio computers), unless authorized By Dr. Rissman.
- III. Friday 10:20-recital engineering assignments are posted on the control room door.
- IV. Student recital/audition engineering assignments will be handed out as they are received. All assignments are in alphabetical order by last name.
- V. Students scheduled to engineer Friday 10:20 recitals are expected to fulfill their responsibility. If they are unable to work their scheduled time, they are responsible for finding a substitute engineer. ***Failure to adhere to this policy will result in the loss of studio work-study status.***
- VI. Students scheduled to engineer student recitals or auditions are expected to fulfill their responsibility. If they are unable to work their scheduled time, they are responsible for finding a substitute engineer. ***Failure to adhere to this policy will result in the loss of studio work-study status.***
- VII. Friday 10:20 Recital/Student Two-Channel Recording Procedure:
 - A. Obtain control room key from Ms. Black, Department Chair or Dr. Rissman. Be sure to close door when occupying the control room.
 - B. Turn on R.H. power conditioner.
 - C. Make sure control room mute (on the mixing console) is **on**.
 - D. Turn on R.H. Mac.
 - E. Turn on L.H. power conditioner.
 - F. Log in to Recording Studio: Room102*
 - G. Launch Pro Tools; open "Current Two-Channel Student Recitals."
 - H. Patch inputs 1&2 (back wall), if not already patched.
 - I. Enable Phantom Power for channels 1-16
 - J. Save file (10:20 Date; or, Student's Name) to "2014-2015 Fall Recitals" Folder (located on HD 2).
 - K. Record-Enable channels 1-2.
 - L. Check input-trim levels (***Never change input-trim levels during recording.***)

M. Record recital. Do not stop recording until the conclusion or recital.

Using the grabber tool, select the session's wave file (it will glow a "high-light" color) in the edit window.

Set "Audio Suite Compressor/Limiter to the following settings:

KNEE: 10.0 dB	ATTACK: 1.2 ms	GAIN: 13.8 dB
RATIO: 1.8:1	RELEASE: 175.0 ms	THRESH: -30.0 dB

After dialing up the settings, hit the **PROCESS** button (lower right of Compressor/Limiter window). You will see the waves increase in amplitude.

N. Save file.

O. Go to Edit Window

>Pull down menu in the regions list (top left of Edit Window)

>Select "Save Selected as File"

>In the dialogue window, choose the desktop as the destination. Choose AIFF file type. Then select OK.

P. Find AIFF file on desktop and drag to iTunes or Toast; if it is a 10:20 recital, convert to Mp3 and transfer (**not by email!**) file upstairs to archives (in Lab). When finished, drag AIFF from desktop to trash.

If it is a student's solo recital, then burn CD and give to student.

Q. Disable Phantom Power.

R. Mute control room.

S. Save file. Quit Pro Tools.

T. Turn off L.H. power conditioner.

U. Turn off Mac.

V. Turn off R.H. power conditioner.

W. Disconnect patch chords. Replace on stand.

X. Turn off all lights, gather all of your belongings, and shut the control room Door. Once in the hall way, be sure to check to see if the door is **closed And locked.**

VIII. Student remuneration:

A. Student engineers are paid **\$15.00** for an un-mixed/edited recital.*

B. Student engineers are paid **\$30.00** for a two-channel recording/mix/edit.

C. Special (Audition; four-channel) recording/mix/edit pay is negotiable.

D. Unless requested otherwise, remuneration is automatically credited to student-engineer's Lamar University Balance.

* All recordings are to be two-channel, un-mixed/edited, unless specified otherwise by Dr. Rissman.



Lamar University
Mary Morgan Moore Department of Music
Recording Facility

RECITAL RECORDING APPLICATION (Students)

To schedule a recording, application and payment must be made **FOUR WEEKS IN ADVANCE**.

1. Complete this application and take it—along with a check made out to **LAMAR UNIVERSITY**—to the cashier in Wimberly Student Services Building.

Please print the following on the check:

INDEX: MU5025 ACCOUNT: 520004

2. Leave the completed application and cashier's receipt in Dr. Rissman's mail box, for verification of payment. (Remember, this must be done four weeks in advance of recital.)

I. Date:

Recital Date:

Your Name:

Recital Type: Half Hour Hour Other

Signature

II. Choose one of the following options:

- A. Basic (Unedited stereo recording onto CD) \$50.00
- B. Edited (Edited stereo recording, including FX processing, CD master) 75.00
- C. Video (Unedited, four-camera mpeg-4 with stereo audio) 125.00
- D. Other (For studio sessions, multi track and other projects, please contact Dr. Rissman to go over pricing options.)