

MUSIC DEPARTMENT RECORDING POLICY

This policy is of relevance to students and staff

Version number	1
First approved on	May 2019
Approved by	Operations Board
Written by	Music Office
Last Reviewed	June 2021
Last Amendment	Made Accessible
Date of last amendment	June 2020 (JA)

1. Background

This policy aims to develop

- A clear description of the formats and resolutions of recordings available to students and to provide guidance on the type of recording available in each of the venues equipped for recording
- A clear structure and guidance for Music Students to request support from Recording & Audio Visual and Performance Venues for non curricular recording
- A clear structure for Music Staff to request venues and support for recording work related to their teaching

2. Recording Enabled Venues

The School provides the following recording enabled venues

2.1 SELF RECORDING VENUES:

In 208, 209, 210, 250, 251, 252 and LRR, recordings (audio and video) can be made direct onto Guildhall Stream by anyone who has a Guildhall School IT account. Recordings can also be made to USB stick (which in turn can be borrowed from R&AV)

These facilities allow you to quickly make a simple audio/video.

Ideal for:

- Capturing lectures
- Making a quick recording for self-assessment or sharing with your teachers

These rooms all have the same external noise and are all equally equipped. Audio only recordings (to the same standard) can be made in Rooms B6/B7/B8 / Sundial TR2. These recordings are 720p50 h264 mp4 format (video) & 320kb/s mp3 (audio). This is a compressed video format ideal for streaming, fast download and mobile viewing.

Portable Zoom video and audio recorders can also be borrowed from R&AV. These devices can be used inside or outside of school premises, and are available on a 3 day loan.

2.2 SCHEDULED UNMANNED RECORDING VENUES:

In LRR and Music Hall, recordings (audio and video) can be made by Recording & Audio Visual using automated (i.e. unmanned) recording equipment

These spaces are equipped with a single camera and industry standard stereo

microphones capturing the true acoustic performance in the space.

Ideal for:

- Competition/Audition Recordings
- Performance Recordings
- Lecture Capture

Recordings are usually made available via Guildhall Stream 2 working days following the event. These recordings are 720p50 h264 mp4 format. This is a compressed video format ideal for streaming, fast download and mobile viewing.

2.3 RECORDING STUDIO (B02):

Recording studio sessions will be engineered by a member of the Recording & AV Department. B02 has facilities for multimic and multicamera video recordings.

The acoustic nature of the room lends itself to jazz, amplified music, electronic music and voice over.

Ideal for:

- Competition/Audition Recordings
- Composition Recordings
- Voice Over

All files are delivered by Guildhall Stream. These recordings are 720p50 h264 mp4 format. This is a compressed video format ideal for streaming, fast download and mobile viewing. Audio files can be delivered via Guildhall Stream or via client provided hard drive as either 48khz .wav's or Pro Tools Sessions. Significant efforts have been made to improve the acoustic nature of this room, but students should be aware the facility is not totally isolated from surrounding rooms.

2.4 FLAGSHIP VENUE:

Milton Court Concert Hall is equipped for broadcast / commercial quality high end, high quality manned recording sessions

This is the school's flagship performance space and recording venue in which we can provide multimic and multicamera recording using world class microphones and broadcast quality cameras. We have greater control of tone and reverberation and sessions will include a high-skilled audio recording engineer. Files can be delivered by Guildhall stream in the h.264 mp4 format, or via we transfer / client provided hard drive as apple PRO RES 422 files / 48khz .wav files or Pro Tools Sessions (uncompressed)

The Audio Visual Department currently record the following as standard

- All music concert events listed in the events guide (please note: Masterclasses are only recorded where permission has been granted by the professor giving the Masterclass. In this case, masterclass participants will be sent access to their performance recordings . The resource will not be made public – unless requested by the relevant HOD and approved by HoMA
- All public final recitals (recordings available to individuals only)
Lectures and classes are only recorded on request of the Professor, HoD or Departmental Administrator

Recording & AV produce 1000 recordings per term. Due to the high volume of content creation, automated recordings are used for many performance, lecture and student organized captures. These recordings are checked for quality control only. The recording studio or Milton court concert hall should always be used when the integrity and quality of the recording is of the utmost importance.

It is expected that Music Students will request to make recordings for the following reasons:

- Major competition entry
- Scholarship application
- Audition
- Independent study/review of learning
- Recording as part of a Guildhall Module submission
- Own promotion

3. RECORDING IN THE GUILDHALL SCHOOL VENUES

- Only fully registered students may book venues for recording.
- No audience (even internal) is permitted in a recording only booking
- Booking is subject to availability and may be restricted by the requirements of the Performance Venue team and surrounding performance and teaching requirements
- The student will be required to use the stage size setting in place to meet venue requirements. Milton Court Concert Hall stage size will not be altered for recordings
- The student will be required to use the piano set on stage. The piano will be tuned to A=440Hz
- Only general overhead lighting will be provided
- Where payment is required (Milton Court recordings only) the student will be required to pay the facilities fee before the recording can take place
- Providing appropriate criteria can be met, the recording systems in the MH & LRR can be augmented. If using your own sound engineer, R&AV are happy to work with you to provide the best outcome.

- No external recording engineers will be permitted to use Milton Court Concert Hall for student recordings

4. BOOKING THE VENUES

4.1 208, 209, 210, 250, 251, 252, B6/B7/B8 and Sundial TR2

These rooms are booked via self-service on ASIMUT. If you require a specific time for your recording, the Music Office will be happy to help you book this in advance. The time booked will be taken from your regular booking allowance

4.2 LRR AND MUSIC HALL

The LRR and Music Hall must be booked via the Music Office. The time booked will be taken from your regular booking allowance. Once you have booked the venue, you must complete the Event Recording Request form on Guildhall Stream to inform R&AV of your requirements.

4.3 BOOKING MILTON COURT CONCERT HALL

Regular recording days will be Scheduled in Milton Court Concert Hall. These sessions, lasting 80 minutes, will be staffed by a member of the Performance Venues team and recorded by a recording engineer from the School's Recording & Audio Visual team. These sessions are designed to provide the student with a high quality audio and video recording suitable for International Competition Entry or similar application. As these recordings are fully staffed a fee of £150.00 will be charged to cover staff costs.

Milton Court Concert Hall recording sessions are booked via the Music Office. Students will be required to complete and have approved by their HoD a Recording Information Form which requests the following information

- a) Reason for recording
- b) Set up requirements
- c) Approval from the Student's Head of Department
 - a. The form is available on the intranet (see appendix 1) should be completed and brought to the Music Office at time of booking.

5. MUSIC TEACHING STAFF

The use of LRR, MH and MCCH for recordings by Music Teaching Staff is not permitted unless cleared by the Music Performance Committee. Staff must apply to the Performance Committee at least 1 month in advance stating their reasons for the recording, giving a full outline of the recording project and how it relates to their teaching and work at the Guildhall School. The Performance Committee will decide if the use of School premises is appropriate. A Charge will be made for the use of Milton Court for permitted recordings.

Use of Self-recording venues by Music Teaching Staff is only permitted for the provision of teaching related material or for the preparation of research material related to a Guildhall School Supported Research project. Such material must be uploaded onto Guildhall Stream

6. APPENDIX 1

MILTON COURT CONCERT HALL RECORDING INFORMATION & CONSENT FORM	
NAME	
STUDENT NUMBER	
PROGRAMME OF STUDY (BMus, MMus, MPerf etc.)	
YEAR OF STUDY	
REASON FOR RECORDING	
SET UP REQUIREMENTS (Piano, Music Stands etc.)	
OFFICE USE:	PLEASE SUBMIT THIS FORM TO THE MUSIC OFFICE WHO WILL THEN DISCUSS YOUR REQUEST WITH YOUR HEAD OF DEPARTMENT
Head/Deputy of Department	
SIGNATURE OF APPROVAL	