



**MIXING AND EDITING**

In general, it is encouraged that summer and Term I be used for faculty projects.

Mixing and editing will not begin until all recording sessions have been completed. Once the mixing and editing process begins, it must be completed before more recording sessions can start. If you are recording material to put "in the can" for a future CD, you can mix and edit it now or wait until all material for the CD has been recorded to mix and edit everything at the same time.

If you intend to proceed with mixing and editing this year, list composer, title, and duration of each piece to be mixed/edited and required completion date of the CD master.

**COMPULSORY MECHANICAL LICENSE**

**(Payment of royalties/securing permission to arrange and record music)**

Under copyright law, permission to record must be secured from the copyright owner and royalties paid on all recordings made and distributed, whether "for profit" or not. In addition, if you want to arrange, adapt, orchestrate, simplify, edit, or translate any piece of music, you must ask permission from the copyright owner before doing so. For faculty projects, securing permission to arrange and/or record, as well as payment of royalties, is the sole responsibility of the faculty member. The Recording Studio will not release the CD master without complete documentation that all applicable permissions have been secured. See "Copyright and Licensing Pointers" [link] for more information on copyright issues and guidelines to assist in securing permission to arrange or record music.

APPROVAL \_\_\_\_\_ Date \_\_\_\_\_