

Williams Hall Equipment

Audio:

1. Schoeps MK5 Small-Diaphragm Condenser Microphones (ORTF Configuration)
2. Focusrite Scarlett 18i20 Interface
3. Grace M108 Microphone Preamp
4. Wireless Announce Mic (for recitals)

Video:

1. PTZ Optics Move 4K Remote Control Video Camera

Self-Record/Streaming (College Students and Faculty ONLY)

1. Run through OBS Software
2. .MOV file container
3. 1080p, 30fps Video
4. 16-bit/48kHz Audio encoded at 1536kbps LPCM attached to .MOV file

Hall Notes:

1. Large Percussion instruments cannot be put on the stage
2. No presentation system installed (**no audio or video playback**)
3. Window curtains should be fully closed otherwise the camera image may be negatively impacted



Services for Required Recitals – College Students

Audio/Video Recording/Streaming Package (available only in NEC concert halls)

No Charge

A student engineer will capture/stream a single-camera video recording of your recital. An MP4 video file will be delivered via Dropbox link. A wireless microphone will be provided for announcements to ensure that they are audible in the video and stream. This mic will also provide light amplification in the hall. *Please note: The above service is automatic for all required recitals.*

Your Guests may view your recital stream by going to <https://necmusic.edu/live> , selecting the appropriate hall, and entering the password NECAY24 into the top streaming window.

Staffed PA service

\$125

(available in Brown, Williams, Eben Jordan, Burnes, Plimpton Shattuck and Pierce only)

Includes a PA system with up to 12 wired inputs, two monitors, and a staff engineer. A 30 minute sound check will begin one hour prior to the start of the event; this will be your only time to work with the PA system and engineer.

A one-hour set up will occur just prior to sound check. Please schedule rehearsal time accordingly. (Rehearsals cannot occur during setup.) If available, additional equipment may be used at the engineer's discretion. If you schedule a dress rehearsal on a different day, you may contact us to reserve a Portable PA (see below) but we will not be in attendance for that reh.

Portable PA – No Engineer

No Charge

This system includes a complete 4 microphone, portable PA system (4 wired mics, cables, stands, mixer, 2 speakers, and speaker stands – a small vocal monitor is available upon request). This equipment will be delivered to your concert hall and set up at least one hour before the start of your recital and picked up afterwards. The PPA may also be requested for your dress rehearsal (one time only). Operation of this equipment will be your responsibility. ***Please book this equipment early as we have a limited number of systems and they can each only be used for one recital per night.***

Booking Policy

A [production form](#) must be filled out at least a month ahead of your recital in order to receive RPTS PA services.

If booking less than a month in advance, we will do our best to accommodate your requests. Once we receive your production form, if you have not already reached out to us, we will contact you to confirm your service request and our availability to provide services. Once everything is confirmed, we will then send out an invoice via Square which must be paid within 2 business days or the invoice will automatically be voided. **If a PA is requested, complete stage diagrams must be provided no less than two business days prior to your recital.** The PA fee is refundable if the reservation is canceled or postponed at least five business days prior to the recital date.

After Your Event

Within two weeks of your recital, the video files will be available for download via Google Drive.

These recordings become the property of the performer(s) and are not stored at NEC longer than 90 days, so please download your recital files in a timely fashion. If you intend to post your recital on any social media platforms, please be sure to acquire any necessary licensing prior to doing so.

Postponements or Cancellations

If you must postpone your recital, the scheduling office must be notified; simply making this decision with your teacher is not enough. If we are not made aware of your decision to postpone and our engineers come to work, we will consider our service to you completed and may not provide services for the rescheduled event. Please take the time to inform us directly of any amplification cancellations or postponements as soon as possible. Amplification fees are forfeited if cancellations or postponements are made less than five business days prior to the recital date. Exceptions for cancellations due to illness are at the discretion of the Director of RPTS.