



# Artist Information, Application, & Recording Lab Agreement

## Introduction

Dear Artist,

Welcome! You expressed an interest in one or more of our recording opportunities at Full Sail University. We offer performers an opportunity to obtain a video or studio recording at no cost. We offer this service in exchange for your patience and understanding in working in an educational environment with our students as they receive training.

We are looking for artists/bands that:

- Are musically prepared
- Perform and act professionally
- Maintain a great attitude
- Work well with our students
- Are punctual and responsible
- And Please **DON'T CANCEL!**

Keep in mind that the instructor for each class has final approval for all artist placements. He or she may also remove any artist or members during any portion of the project if professional standards in attitude or performance are not met. Also keep in mind that **NO SHOWS are not asked back**. If the relationship between yourselves and the school is mutually beneficial, there is no limitation to the number of sessions you may schedule. This recording opportunity has helped many artists "hone" their writing, preproduction, recording, and live performance skills over the years.

Enclosed you will find program information, requirements, and expectations as well as an agreement form that must be signed and returned to Artist Relations prior to any scheduling. The requirements are to be enforced and adhered to by the group's spokesperson.

**Please make sure to submit a 3-song demo with your signed agreement. We accept demos in the form of CD, MP3s or a link to a website. We ask for three songs recorded with the same instrumentation, style, and musicians that will be recording at Full Sail.**

**Mailing Address:**

Full Sail University  
Attn: Artist Relations  
3300 University Blvd. Suite #160  
Winter Park, FL 32792

**Fax Number:**

407- 215-7543

**Email Address:**

artistrelations@fullsail.com

If you have any other questions, please feel free to call **Artist Relations** at **407-551-1088**.

*Thanks for your interest,*

**Dale Rock & Jen Tackett**

Artist Relations Coordinators

## Show Production Live Sessions (with video)

The students get a taste of working in all aspects on a major tour including audio, video and lighting. They get a chance to put what he or she has learned to use in a live position including a house engineer, broadcast engineer, a monitor engineer, conventional and automated lighting tech, as well as working in a video room. Time is spent on set up, sound checks, the live performance and the break down of the venue. Students are to enjoy some freedom of experimentation. They may be allowed to change a microphone or experiment with placement. A live sound session for the artist is very much like performing live without an audience. The group is expected to play a one-hour set, but if interested two sets may be available, the hours are generally 6pm-8pm or 10pm-12am but hours may vary. If the group prefers, they may repeat sets.

In exchange for your talent we provide you with a DVD with the stereo mix from our broadcast room and a CD mix from our simulcast room before you leave the night of the lab. In addition, you will also receive a DVD with mixed audio from the multi-track recording. These mixes occur at a later date and are usually available 4-6 weeks after your live session. If you would like to receive the digital tracks to mix on your own they can be transferred to a DVD for you as .wav files. We ask that you bring 3 blank DVDs to the lab and let the instructor know that you would like the tracks. The requested tracks will be available approximately the same time as your DVD. This is a great opportunity for you to obtain new demo material and to see what you look like on a big stage with full production!

**FSL-1 is for full bands only and FSL-3 is for solo artists and groups up to a 5-piece in size.**

## Studio Session Recording

### BAND SESSIONS

The students scheduled for these sessions are close to graduating from the Recording Arts Bachelors Degree. We prefer to schedule bands for these sessions that are serious about their musical development and recording goals. Bands who are on their way up, almost signed or are marketing themselves independently are ideal. Bands with horns and other acoustic instruments of various types will get priority booking because of the different mic'ing techniques that these instruments require. Electronic music is allowed as long as **live drums** are part of the recording as well.

Bands are scheduled 2 consecutive days in a row for either 4 or 8 hours each day. On Day 1, they will track drums, bass, guitar, keys and other rhythm instruments. On Day 2, only the vocalist is required to show up for their overdub session to work on the same song. Guitar players are also encouraged to attend. A rough mix on a blank CDR can be obtained if asked for 1 hour before time is up. Asking is important because otherwise the class will assume you want to use the time for more overdubs. You will need to watch the clock and understand that a) we can't go overtime and b) the students need about an hour at the end of the session to break down etc.

#### Benefits to the band:

- **You will receive the consolidated audio session files on a DVD in 2-4 weeks.**
- **You can receive a rough mix if you bring in a blank CDR.**
- **This is a great way to pre-produce material or work on your songwriting craft.**

### ARTIST SESSIONS

Artist Sessions are simply 4-hour sessions designed for the students to work with talent providing one, two or three instruments. The only instrument that is restricted is live drums because there simply will not be enough time or space to set up and mic drums. These sessions will work well for singer songwriters who play their own instruments as well as duos and trios. Artists can bring in pre-recorded tracks to record vocals over as long as one other live instrument is added as well. Electronic music will also work in these sessions as long as the instrumentation needs and use are appropriate for the lab. Discuss your equipment particulars with Artist Relations because all of the scenarios cannot be covered here. Simple and self-contained is the best bet!

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## **VOCAL PRODUCTION SESSIONS**

This is a unique opportunity for the students and vocalist to work on a vocal in a pro style production environment. We are looking for vocalists that want to record songs to a backing track, the vocalist needs to provide the material to work on. We prefer material that is commercial in nature and has room for background vocals, We will only be tracking vocals on these sessions so any instruments needed would have to be recorded beforehand.

As the students progress through the class the students will use the song in order to be exposed to all aspects of modern vocal production. Starting with a vocal tracking session, the students will get to interact with the singer as an engineer and producer. Once the lead vocal is recorded, the students will have a chance to edit the vocalist and a chance to tune and tempo the vocalist. When the lead vocal is in a good place, the students will record backgrounds and any parts that can be better on the lead vocal. Finally the student will then move on to mix and finish the song. Artist Relations will then mail out a DVD of all the vocal takes from the session plus a student edit of the song.

The vocalists are scheduled for a 4-hour session to track the lead vocal. During the course of this lab the students are required to record 4 to 6 takes of the song. The full takes can be recorded in parts, but in the end we need 4 to 6 takes of each musical section of the song.

### **Who can take advantage of our vocal sessions:**

- **Songwriters who want to demo their songs in a pro studio. (If the writer does not sing they can bring a vocalist).**
- **Solo artists that are trying to get a demo or release done, and have an instrumental track to sing to.**
- **Bands that have already recorded their tracks and want to record their vocals.**

### **Benefits to the vocalist:**

- **A great opportunity to gain experience recording vocals in a studio.**
- **A chance to record your material in a professional studio.**
- **You can obtain the separate audio files, including all recorded vocal takes, on a DVD.**
- **You can obtain a final rough mix from the students.**

**If you are a vocalist and are interested in applying for the vocal production session. Please be sure to submit the Full Sail Vocal Production Recording Application.**

**Name of Artist or Band:** \_\_\_\_\_

**Name of Contact Person** \_\_\_\_\_  
*(musician in the group)*

**Street Address:** \_\_\_\_\_

**City/State:** \_\_\_\_\_ **Zip code:** \_\_\_\_\_

**Phone Numbers:**

**Contact Person Day/Cell #:** \_\_\_\_\_

**Home #:** \_\_\_\_\_

**Extra #:** \_\_\_\_\_  
*(friend, band member)*

**Email:** \_\_\_\_\_

**Web site:** \_\_\_\_\_

**Instrumentation of group:**

*(Example: 4 pieces. Drums, Bass, Guitar/backing vocals, Guitar/leadVocals):*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Style of music:** \_\_\_\_\_

**Referred by:** \_\_\_\_\_

**We need THREE things before you may be considered for any Full Sail University Sessions:**

- 1) This application
- 2) The agreement on the back signed by the contact person
- 3) A CD or MP3 of three songs performed by the same musicians *(see intro)*

Full Sail only records your music. We do not have any rights to copyrights or use of your music except as a teaching tool in the student sessions. We do not produce your act; give you final mixes, or offer mastering or duplication. For studio sessions, you will receive a rough mix if you present a blank CDR to the class a half hour before session is finished. For live sessions, you will receive a DVD or the material recording at the end of your session. There is no charge for your audio session files created in Protools for studio sessions.

**1. Spokesperson**

The Artist must appoint one Spokesperson/Contact to represent the artist or band being scheduled to record here with our students. As contact person, you are responsible for the conduct of all of your musicians during the sessions. The contact person must be present during the session.

**2. Equipment**

The Artist is to provide their own equipment including drums, guitars, keyboards, amplifiers etc.

**3. Lyrics**

The Artist must not subject students to inappropriate subject matter. Lewd content, matter, profanity and distasteful lyrical content are not allowed. Material should be kept PG-13. When in doubt, please submit lyrics to be approved prior to the session.

**4. Attitude**

The Artist must maintain a professional attitude at all times. These are student run sessions and the purpose of the sessions is the education of the students. The artist is part of the educational experience and adds to the student's knowledge. The instructor has the right to remove any artist from the session if he/she feels that this is not being adhered to.

**5. Arrangements**

The Artist is to have their music totally arranged, rehearsed and organized beforehand. For studio sessions, the artist must present lyric sheets at the start of the session.

**6. Studio Policies**

No food or beverages in the studios or hallways. Only bottled water is allowed on stage or in studios.

**7. Guests**

For Live sessions, an artist may have a reasonable number of guests attend the session. A guest list must be submitted and approved by AR prior to the session. The Instructor maintains the right to refuse entry to guests not on the pre-approved list. The guests must conduct themselves in a professional manner and not interfere with the students in the sessions. For studio recording sessions, no guests or family members are allowed to attend the sessions.

**8. Campus Policies**

The Artist must strictly adhere to the campus policy of NO DRUGS OR ALCOHOL anywhere on school property. Artists in violation of this policy will be banned from future sessions with Full Sail University.

**9. Property Damage**

The Artist will be held responsible for any property damage caused by themselves or their guests during the session to Full Sail or their own equipment.

**10. Production**

For live sessions, the artist agrees to perform 1 (one) 50 (fifty) minute set during the session. For studio sessions, the artist agrees to participate in both the tracking and overdub sessions. Technical Quality control remains the responsibility of the students and instructor.

**11. End Product**

The artist will receive a DVD and CD for Live video sessions and a CD of a rough mix for Studio sessions at the end of their session. Please remember these are student sessions for educational purposes; professional quality of the material is not implied or guaranteed. The Artist will also receive a mixed down DVD of their Live session and the consolidated audio session files burned to a DVD of their studio session to be sent to them 2 to 4 weeks after the student recording session.

**12. Verification**

The Artist's Spokesperson must verify every session 3 working days prior to each scheduled date. Failure to do so will result in another artist being scheduled for the session. If an artist is unable to attend a scheduled session, 3 days notice is required to allow alternate booking.

**13. Punctuality**

The Artist must be on time. If the Artist is more than fifteen minutes late, the instructor will contact Artist Relations to discuss an alternative.

**14. Pre-Production**

The Artist is to discuss pre-production with the Stage manager/Instructor at the start of the session.

**15. Instructors**

The instructor oversees all matters involving the Artist and students. If there is sufficient cause (see #8), the Instructor will ask an Artist or their guest to leave the building. In case of inclement weather or other equipment or personnel problems, the Instructor has complete control over decisions regarding the continuation of a session.

*Full Sail retains the right to cancel an Artist if any of these points are not adhered to. Full Sail is not bound to schedule an artist due to the signing of the agreement. As an Educational Facility, Full Sail has the right to allow student access to masters for mixing. The Artist retains all copyrights in their material. This agreement concerns only recording sessions scheduled through the Artist Relations department and **does not include Producer Showcase sessions which are managed solely by the students.***

**I understand all of the requirements stated above and will be responsible for the conduct of every musician involved in my scheduled sessions.**

Contact Name (Print) \_\_\_\_\_ Band/Artist Name \_\_\_\_\_