

Electronic Theatre Organ Competition

Recording Requirements and Suggestions

The following guidelines have been developed to provide for the best possible recording which will show off the artist, the instrument, and his/her music. All "requirements" must be met, while the suggestions are at the discretion of the performer.

REQUIREMENTS:

1. The competition entry must be submitted on one of the following media types unless prior approval for alternate media is given by the Competition Chairman:
 - a. Analog Cassette Tape
 - b. Minidisc (MD-80)
 - c. CD
 - d. DVD
2. All entries must be recorded with microphone(s) in order to capture the ambiance of the room. Direct recordings using audio output jacks or other direction connections are prohibited.
3. The artist's name should be written on the actual tape, Minidisc, CD, or DVD using appropriate labels, or appropriate marker.
4. The media case should be labeled with the following information:
 - a. Artist's name
 - b. Sponsoring Chapter
 - c. Date of original recording
 - d. Make and model of organ
 - e. List of selections
5. The recording submitted need not be the original recording, but should be a good copy. If the original is sent in, it would be a good idea to retain a good copy in case the original is lost in the mail or otherwise damaged in transit.
6. Entries should be recorded with selections played in the order specified in the competition rules, i.e.
 - a. Up-Tempo
 - b. Ballad
 - c. Entrant's Choice
7. If using tape or other continuous recording, please leave a 30 second break between selections to assist in the copying of each selection for the judges.
8. There should be no announcements or other talking on the entry. The entry should represent only the music of the artist. Applause is not precluded, but is not necessary for the purposes of this competition and will be edited out during reproduction for the judges.
9. Entries should be mailed or shipped to:

ATOS Electronic Theatre Organ Competition
% Bob Acker, Chairman
216 Glenwick Place
Allen TX 75013-1529
10. You will receive an acknowledgement that your entry was received. The provision of an email address will expedite this acknowledgement and any other necessary correspondence.
11. The entry must be received not later than April 20, 2005, however, you are encouraged to submit the recording earlier to avoid the last minute "rush".

SUGGESTIONS:

The following suggestions are offered in order to make the best recording possible. They are in no way directive in nature.

1. A high quality recorder, microphones, and media should be used for the recording if possible. If using cassette tape, "Metal" or "high bias" tapes have superior qualities over normal tapes and tend to result in better recordings.
2. Be sure that the recorder's controls are set to match the type of media being used. As an example, if using cassette tape, insure that the setting matches the tape type, i.e. Normal, FeCr, Cro2, Metal, etc. Some recorders require more complicated bias and equalization adjustments.
3. If at all possible, avoid battery-operated recorders, as the batteries could be weak and affect the speed and quality of the recording. If you must use batteries, use fresh ones!
4. Recording level is extremely important. Automatic level adjusting recorders should generally be avoided since they don't give the best representation of dynamic level changes.
5. Levels for recording should be adjusted carefully. A good technique would be to set the maximum level of the recorder (below the distortion point) corresponding to the loudest sound to be played on the organ. Note this level and leave it constant throughout the program.
6. When the recording is stopped, do not abruptly stop the recording with the pause button. Make sure that the sound being reverberated has ended, then decrease the recording volume to zero, advance the recording approximately 5-10 seconds, then stop the recorder.
7. Microphone placement is extremely important and is, of course, dependent upon the location of the organ in a theatre, auditorium, home, etc. Each microphone should be aimed toward the source of the sound.
8. Make sure that the microphones are not placed near air-conditioning ducts or other noise producing things in the facility. This includes activity around the recording machine. People should not be near the microphones.
9. Use good packaging materials when submitting your recording. The entry should be in the original plastic container. Padded mailing envelopes appear to protect tapes and disks reasonably well.
10. Due to the unknown delivery time for "media mail", it is recommended that your entry be sent First Class, Priority Mail, Express Mail, etc. You may also wish to add "tracking" to your mailing in order to know when your entry is delivered.

Good luck in the 2005 Electronic Theatre Organ Competition!