Hertfordshire Music Service
Children's Services
Stevenage Music School
Nobel School
Mobbsbury Way
Stevenage
SG20HS
01438 844518
stevenagemusicenquiries@hertfordshire.gov.uk

May 2021

Recording Instructions

Things You Will Need:
- • Sheet Music/Lyrics
- • Backing Track
- • One device to play guide track on
- • Headphones to listen to guide track
- • Another device to record yourself on.
- • Instrument (if you are using one)

What to Do:
• **Step 1** – Make sure you have your sheet music/lyrics and backing track ready
• **Step 2** – Sing/play along with the backing track to make sure you know how it fits together.
• **Step 3** – Record yourself singing/playing along to the track. The guide track **must be played on headphones**, so we only hear your singing/playing on your recording. The guide track must also be played on a different device to the one that you record yourself on.

☐ *Pro Tip 1 – Position the camera/recording device so that the student is clearly visible.*
☐ *Pro Tip 2 – Think about your background. If you are able, try and use a plain background.*
☐ *Pro Tip 3 – If you have the time, work out a good place to position your recording device so that the sound is neither too loud nor too quiet.*

• **Step 4** – Make sure you label your recording clearly with your name and instrument/voice. Then send the video to **stevenagemusicenquiries@hertfordshire.gov.uk** by Monday, 5th July 2021. We recommend sending them via WeTransfer as some of the files can be very large.

If you have any questions or problems, please feel free to email
stevenagemusicenquiries@hertfordshire.gov.uk *and we will do our best to help!*

If you have any queries or require any further information, please don't hesitate to get in touch.

Yours sincerely,
Christina Luchies

Christina Luchies
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