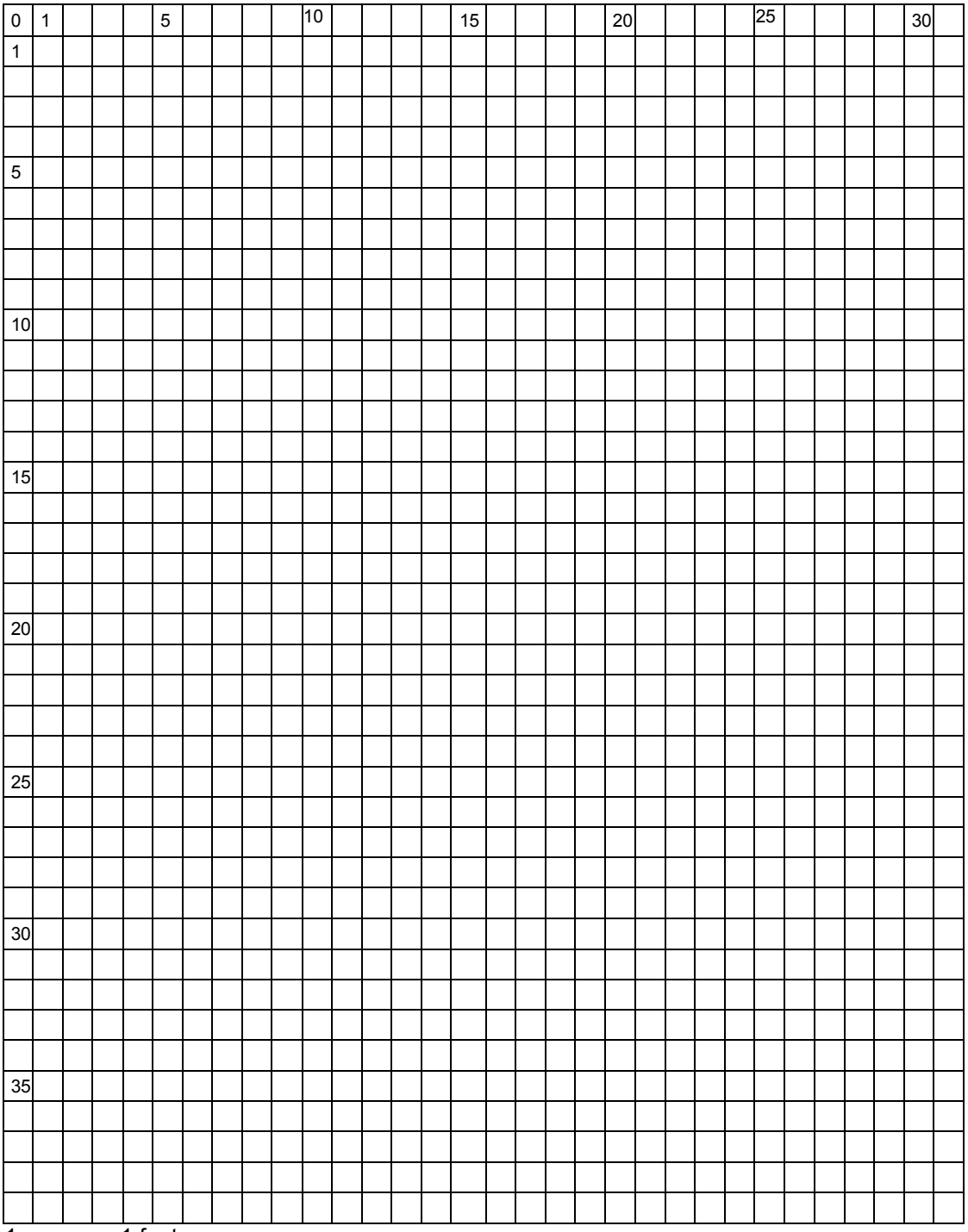
Instructions:

Please be clear and accurate. The more accurate this is filled out, the better we can help you. Our calculations use a variety of software, but the only way we can get good results is from accurate information going in. It may seem like a lot of information we are asking for, but it will be well worth it. Please supply us with a dimensioned floor plan of the existing/proposed building or area into which your recording studio is to be designed below. Dimensions should include all walls, doorways, stairways, windows and ceiling height.



1 square = 1 foot

Existing Floor Plan

Floor:
Please note what the floor is or will be, ie: concrete slab, floor joists with a crawl space below or on a floor above the ground floor et cetera.

_____

Soundproofing:
Please note on the plan the source of any outside noise that might be troublesome and require special attention, such as traffic noise or an airport in the area et cetera.

Please note on the plan the location of any areas within the building that will require special isolation from the Control Room and Studio. These areas might include bedrooms and/or other rooms within a house or offices in a building et cetera.

Electrical:
Please show the location of the buildings existing/proposed Main Electrical Service Panel and note its rated Amperage.

Water:
Please show the location of the nearest existing/proposed cold water lines.

Additional:
If provision for Equipment Load-In from the exterior of the building is required, please note on the plan any existing/proposed driveways or other suitable access routes.

Control Room

Size:
With regard to the Control Room, what would we the optimum dimensions that you would be comfortable working in?

_____

What size do you think will be necessary to incorporate the equipment that you have or are considering buying?

_____

How many people do you envision being in the room at any one time and/or will you be recording in the Control Room?

_____

Equipment Placement:
Will all the equipment be in the Control Room or do you want a dedicated Equipment Room, either adjacent (and visible) to the Control Room or at another location? This could be an amplifier/power supply room or closet somewhere within the building, but easily accessible.

_____

Speakers:
What playback speakers will you be using: Large in-wall Monitors, Nearfields or both? Please supply brand names and model numbers, if possible.

_____
_____
_____

Studio

Size:
How big do want the studio (the main recording area) to be, based on the following considerations?

_____

How many musicians do you envision recording in the studio at any one time?

_____

Additional Recording Areas:
If possible, do you want additional recording areas such as Isolation Booths for vocals, drums and/or guitars et cetera?

_____
_____
_____
_____
_____

Concept:
In a small to medium studio (live recording area), it is usually a good idea to make the room as acoustically versatile as possible. This would allow for the room to be adjustable from 'live' to moderately 'dead', depending on what instruments are being recorded and how. These options can usually be designed and incorporated into the project quite reasonably. Alternately, in moderately sized studios, the room can be designed to have an area that is acoustically live and another area that is acoustically dead. What do you think would be a good concept for your Studio?

_____
_____
_____
_____

Visual:
Is eye contact between the musicians in the studio and the engineer/producer in the Control Room important to you? _____

General Questions

Additional Rooms:
What other rooms, if any, do you envision, not including the Studio and Control Room? Additional rooms might include: Electronic Equipment/Machine Rooms, Maintenance Shop, Equipment Storage, Reception, Lounge, kitchen, bathroom and/or Offices(s) et cetera.

_____
_____
_____
_____

Important Features:
What are the things that are most important to you in the design of your recording studio. For instance, is how the studio and control room sound more important than how they look?

_____
_____
_____

If space is or becomes a problem, which room is more important to you, the Control Room or the Studio?

_____

Style Preference:
Do you have any information, pictures et cetera of control rooms and/or studios that you have either worked in and liked or that you like the 'look' of? This information could be of use when we are designing the acoustics and finishes et cetera.

Special Conditions:
Are there any ideas and/or special conditions or requirements that you feel we should know of?

_____
_____
_____
_____
_____
_____

Contact Information: (please print very clearly)

Last Name:_____First Name:_____

Preferred to be called:_____

Address:_____

City:_____State:_____Zip Code:_____

Day Phone Number: (____)_____

Evening Phone Number: (_____)_____

Best time to call: _____

e-mail: _____

I'm Working with a Dealer (yes) (no), My dealer's name is: _____

I prefer to be contacted by:

1. phone
2. e-mail
3. it doesn't matter

Methods for Sending the Form:

If you have a scanner, you may scan the form in and e-mail it to: acoustical@rivesaudio.com

You may mail the form to:
Rives Audio
Acoustical Consulting
PO Box 5548
Coralville, IA 52241-0548

You may **fax** the form to **888-557-6459** (preferred)

The Fine Print:

Overall purpose of the form:
This form should be filled out by persons interested in any of the acoustics consultation services. All levels use the same initial form. You do not have to specify the level you are interested in. We can determine this together once the form is complete, it is generally based on needs and budget.

Obligation:
This form is completely without obligation. We will review the form and contact you either by e-mail or phone. Typically we will call if there is the need for discussion regarding the form. It is also not necessary to fill out the level of consultation. If you know the level you want, then please fill it out, otherwise we can determine this through the conversation. Once we have determined the level of consultation and you agree to go forward we will request a deposit (see below).

Payment:
In general we require 1/3 deposit to begin the project. This occurs after the initial phone conversation, where we fully assess the needs of the customer. Below is greater detail for each level of service:
(Please note these are recommended guidelines, individual dealers may have a different payment schedule)

Level 4:

- 1/4 due upon initiation of project and acceptance of full project plan and payment schedule
- the rest will follow the plan and payment schedule

Project Phases:
Each project is segmented into phases. Most projects have 4 phases:

1. Dimensions – room is put into CAD and dimensions are verified or in new construction agreed upon
2. Ergonomics – seating, speakers, door placements and basic ergonomic issues are agreed upon
3. Concept – acoustical treatment and devices are put into CAD system as a concept of what will be done to the room
4. Schematics – assembly drawings or construction drawings are produced. All materials used at concept are verified that they will be appropriate

Note: Rives Audio maintains very reasonable design fees. To maintain these fees once a phase is approved by the client, Rives Audio can only work backwards to that phase with additional hourly fees. The additional cost when this occurs is the actual time spent to get back to the current design point. Thus, it is important to carefully consider the approval of each phase as to avoid any additional costs. All payments are non-refundable.

Alternate methods for sending the form:

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Acoustical Consulting
PO Box 5548
Coralville, IA 52241-0548

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I have read and acknowledge the above:

Signature and date