

How to Save a Recording

Reaper recordings will be saved under the EventRecordingFolder directory. It should be the top folder in the favorites section in Finder.

There will be a couple of subdirectories:

- Bethel_Events: For any Bethel hosted or intended events that don't explicitly belong in a different subdirectory
- Music_Department: For anything involving the music department. Concerts, recitals, Festival, etc...
- Outside_Events: For any rental groups using the hall.
- United_Worship_Ministries: For anything involving Chapel or Vespers or adjacent events.

Save the recording in the subdirectory that best fits the event type being recorded.

Make sure the "Create Subdirectory for Project" checkbox in the save project dialog box is ticked, and name the recording using the following naming convention:

YYYY-MM-DD_EventNameOrPersonPerforming

eg. 2025-04-29_Jason_Moyer_Senior_Recital

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