

FRESNO STATE

College of Arts and Humanities

Department of Music

Event & Festival Booking Process – Facility Use Requests PROCEDURES FOR DEPARTMENT ORGANIZATIONS

1. All requests for facility use should be sent via email to the Technical Director (TD), José M. ElaGarza (elagarza@csufresno.edu), a minimum of 60 days prior to the proposed event. Event Committee consist of José ElaGarza, Sindi McGuire and Audrey Rodriguez to assist with scheduling, facilities and finance.
2. The TD will forward all approved requests to the Chair of the Department, Dr. Matthew Darling, for his final approval. *Initial Event request will be sent through the Google Doc link provided by the TD.*
3. All reservations will be tentative for 15 business days and confirmed after the completed FACILITY RESERVATION FORM (attached) is returned to the *Sindi McGuire* (smcguire@csufresno.edu) in the Music Office. FACILITY RESERVATION FORMS not returned within 15 days may result in a \$50 service charge.
4. All concert set-ups will be schedule 1 1/2 hours prior to concert performance time to allow 30-minutes for concert doors to be opened for patrons. Please plan your warm-up prior to this 30-minute new door opening procedure.
5. Concerts and events must cover all cost. You will be charged a flat ensemble rate for all concerts. When the event does not cover expenses through box office sales, monies will be covered by your account. Festival Fees are charged per day and require a meeting with the Faculty in charge of the Festival and the Event Committee at least 30 days prior to the festival.
 - Music Expense \$175-\$225 • Recording Fee \$75 • Festival Fee \$125-\$300 per day
5. To ensure quality Concerts, Recitals and Events, please keep the following guidelines in mind:
 - Allow at least 2-hours between events
If booking an event on the same day as another, the 2nd event will be in the other hall.
 - Except in extreme circumstances, there should be no events scheduled:
After the last day of instruction

Labor Day	Memorial Day
Vintage Days	Winter Break
Thanksgiving Break	Spring Break
7. **All TECHNICAL SPECIFICATIONS FORMS** can be downloaded from the Music Department Website under ‘Forms and Link’. Forms must be completely filled out no later than 30 days prior to the event. Failure to meet the 30-day deadline may result in a \$50 service charge and a possible reduction in services.

All University policies and regulations will be followed.

For more information please visit: <http://www.csufresno.edu/hr/policies/MAPP/III/D/D-08.pdf>



Department of Music - Facility Request Form
Concerts, Festival & Special Events Form

Name(s) _____ Date Completed _____

Best Contact: email/phone _____

Title of Festival _____

Organization/Ensemble _____ Event Dates: _____

**Set-up requests exceeding 90 min. before event cannot be guaranteed.*

Please use this form to submit additional rehearsal times along with final event concert(s).

Room(s) Requested for Concert / Event												
Concert Hall (CH) M126					Event Date _____		Concert: Y N					
<i>Day (W,Th,Fr, etc)</i>												
_____	Event Time Start	_____	Time Out	_____	Arrival	_____	Reh.	Y	N	Tech	Y	N
_____	Event Time Start	_____	Time Out	_____	Arrival	_____	Reh.	Y	N	Tech	Y	N
_____	Event Time Start	_____	Time Out	_____	Arrival	_____	Reh.	Y	N	Tech	Y	N
Wahlberg Recital Hall (WRH) M183					Event Date _____		Concert: Y N					
<i>Day (Su,M,Tu, etc)</i>												
_____	Event Time Start	_____	Time Out	_____	Arrival	_____	Reh.	Y	N	Tech	Y	N
_____	Event Time Start	_____	Time Out	_____	Arrival	_____	Reh.	Y	N	Tech	Y	N
_____	Event Time Start	_____	Time Out	_____	Arrival	_____	Reh.	Y	N	Tech	Y	N
Rehearsal Hall (M127)					Date _____							
<i>Day (Tu,Fr, Sa, etc)</i>												
_____	Event Time Start	_____	Time Out	_____	Arrival	_____	Reh.	Y	N	Tech	Y	N
_____	Event Time Start	_____	Time Out	_____	Arrival	_____	Reh.	Y	N	Tech	Y	N
_____	Event Time Start	_____	Time Out	_____	Arrival	_____	Reh.	Y	N	Tech	Y	N
Check off Day(s) Needed _____												
_____	M135 Conference Room											
_____	M206 Rehearsal Studio					_____	M210 Rehearsal Studio					
_____	M11 Foyer and Benches					_____	Dressing Rooms (CH) M120, M122					
_____	Other rooms: <i>Please list</i> _____											

Reception/Food: ___ Yes ___ No Day(s) _____

**An assistant and University Food Service Forms are required for all receptions and food served. Megan Sarantos, Catering Manager (559) 278-4345, cell (559) 284-5926 or mesarantos@csufresno.edu or contact Christina Martinez (559) 278-4634, cell (559) 727-7602 or cmartinez@csufresno.edu*

Addition Information:

Please provide as much information as possible for your upcoming event. Note any special request; who you are expecting to attend such as High School students, special guest artist needs, master classes; piano tuning or anything else you feel may help your event run smoothly. Thank you.

Box Office: ___ Yes ___ No **Ticket Prices**

Ticket prices for each day admission requested. Box Office & House Manager scheduled

STAR * FINAL CONCERT

Day _____	General	University Employee	Senior	Student
Day _____	General	University Employee	Senior	Student
Day _____	General	University Employee	Senior	Student
Day _____	General	University Employee	Senior	Student

Signature

Date

Personnel

- Included with hall reservations are 1 technician, 1 house manager, and 1 backstage, box office.
- Additional Music Department Staffing is required for additional sound, specialized lighting, and other requests.

Concert Fees

Hall Fund: 10% of Box Office Sales, Piano Maintenance: 5% of Box Office Sales
Recording Fund: \$75 per day (effective 1/1/16)