

## Facility Reservation Form Degree Recitals

THIS FORM IS DUE 15-DAYS AFTER RECEIPT  
*Incomplete forms will not be accepted.*

STUDENT NAME: \_\_\_\_\_ ID# \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE #: \_\_\_\_\_

*Check Appropriate Boxes Below:*

Undergraduate       Graduate

Composition     Conducting     Jazz Performance     Music Education     Performance

INSTRUMENT/VOICE: \_\_\_\_\_ STUDIO PROFESSOR: \_\_\_\_\_

### Recital Details

DAY OF THE WEEK	DATE	START TIME	CH – M126 Concert Hall	WRH – M183 Wahlberg Recital Hall	OTHER Please state

*Check Box for Appropriate Hall*

	Day	Date	Time	Location
Hearing:				
Dress Rehearsal:				

RECEPTION: \$50	<input type="checkbox"/> YES	<input type="checkbox"/> NO	<i>Assistant required for all receptions in building. Completion of University Food Service Form required. No Exceptions (see reverse)</i>
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\_\_\_\_\_ Student's Signature
\_\_\_\_\_ Date

### Faculty Approval for Event - REQUIRED -

\_\_\_\_\_ Faculty Name (Print)
\_\_\_\_\_ Faculty Signature
\_\_\_\_\_ Date

All signees acknowledge and will comply with all policies and regulations established by California State University, Fresno.  
<http://www.csufresno.edu/hr/policies/MAPP/III/D/D-08.pdf>

*You will receive a separate Technical Specification Form*

- For Office Use Only -		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Zimbra Check	R25 - Entry	Copy To Tech
<input type="checkbox"/>		
Food Waiver		

# Technical Specification Form

## Degree Recitals

\_\_\_ Concert Hall, \_\_\_ Wahlberg Recital Hall

Name \_\_\_\_\_ Due Date \_\_\_\_\_

Date of Event \_\_\_\_\_ Start Time: \_\_\_\_\_ Email \_\_\_\_\_

*If no form is turned in 2 weeks prior to your event, you will receive Basic Services Only.*

### Additional Services

*Please check the following requests*

**Talkback Microphone(s) QTY: \_\_\_\_\_ Wireless [3 available],**

*\*For additional microphones please select **Sound Reinforcement** option in Audio/Visual Services*

\_\_\_ CD Playback, \_\_\_ Cassette Playback, \_\_\_ Laptop/MP3 Playback (Audio Only)

### Basic White Wash Stage Lighting

\_\_\_ Full Stage, \_\_\_ Medium Stage, \_\_\_ Solo Recital

**Event Recording** (CD/DVDs will be available within 14 days of the performance)

\_\_\_ Audio \_\_\_ Video

*\*Audio and Video Recording is included with the \$100 course fee.*

\$100.00

### Instruments/Equipment Requirements

*Please check the following requests*

**Concert Hall Piano:** 9' Yamaha \_\_\_ , 9' Steinway \_\_\_

**Wahlberg Piano:** 7; Yamaha \_\_\_

**Organ** \_\_\_ (Concert Hall Only); **Harpichord** \_\_\_

**Chairs**-150 available

Qty: \_\_\_\_\_ Tables QTY: 6' \_\_\_\_\_, 4' \_\_\_\_\_

**Music Stands**-60 available

Qty: \_\_\_\_\_

**Choral Risers**-8 available

Qty: \_\_\_\_\_

**Platform Risers**-13 available

Qty: 8" \_\_\_\_\_ / 16" \_\_\_\_\_ / 24" \_\_\_\_\_

**Podium/Lectern** \_\_\_

**Podium Microphone** \_\_\_

### Audio/Visual Services

*Please check the following requests*

Sound Reinforcement \_\_\_ (requires an audio engineer/mixer)

*\*Please include a typed sheet regarding sound reinforcement specifics.*

**Video Projector and Projector Screen** \_\_\_

**\$5...Additional CD Copies**

QTY: \_\_\_\_\_

\$ \_\_\_\_\_

**\$10...Additional DVD Copies**

QTY: \_\_\_\_\_

\$ \_\_\_\_\_

Total Fee Due \$ \_\_\_\_\_

**Terms of Agreement and additional information on back**

California State University, Fresno Department of Music

## Terms of Agreement

1. All forms must be turned in **30 Days** prior to Event.
2. Any late request made within the **2 weeks** prior to the event needs to be approved by the Technical Director.
3. Cancellation of event must be submitted **2 weeks** prior to the event to avoid paying Facility Charges. (Booking Fees and Staff Fees)
4. Groups using these facilities will be responsible for set-up and tear-down of music stands and chairs for their event, clearing all items from the backstage area, or as negotiated with the Technical Director.
5. Additional fees will be assessed by the Technical Director for damage of equipment and/or debris left in any area of the facility.
6. All Audio and Video Recordings are meant exclusively for educational purposes. It may not be: a.) Duplicated and/or sold in any form; b.) Posted in full or part on any online server, including social media and other video postings sites such as Vimeo, YouTube, Facebook, or any similar service; c.) Transmitted electronically in any fashion

**ANY CHANGES MUST BE APPROVED AT LEAST 2 WEEKS BEFORE THE EVENT**

I have read the Terms of Agreement and will adhere to the terms as stated. I also agree to comply with all policies and regulations established by California Sate University, Fresno:

Name (Print) \_\_\_\_\_ Phone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please direct any questions and **return this form** to:

California State University, Fresno  
Department of Music  
2380 E. Keats Ave. M/S MB77  
Fresno, CA 93740-8024

Technical Director: José ElaGarza, email [jogarza@csufresno.edu](mailto:jogarza@csufresno.edu)

**PLEASE ATTACH A DETAILED DIAGRAM OF YOUR STAGE SET-UP**

Additional information or request(s), please use space below

*For Technical Support Only*

Time In: \_\_\_\_\_ Event Start Time \_\_\_\_\_ Time Out: \_\_\_\_\_ Guest Count: \_\_\_\_\_

*Please provide a list of items they requested that wasn't on the form.*

Were there any conflicts or problems: Yes No

Please email José with concerns or questions immediately after the concert/event