

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

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

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

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

DEGREE RECITAL BOOKING PROCEDURES

Candidates can begin scheduling degree recitals the second week of June for both fall and spring. The deadline to schedule for each semester is by the end of the first week of instruction the semester prior to your recital. Students are responsible for working with their studio instructor to schedule the performing venue(s) for their hearing, dress rehearsal, and recital with the Music Department Recital Coordinator (Hatem Nadim - hnamad@csufresno.edu).

Secure Dates:

- Contact Recital Coordinator (Hatem Nadim - hnamad@csufresno.edu) via email.
- Coordinate completion of forms with studio instructor. Student must submit Degree Recital Facility Reservation and Technical Specification forms to the Music Office and pay the \$100 technical assistance and recording fee.
- Return all completed facility forms and payments to department office by the posted deadline (1 week from Degree Recital Convo).

No date is secure unless all steps above have been completed.

NOTE: Changes to the recital time/date will **not** be allowed. If extenuating circumstances occur, the Recital Committee, Accompanist and Department Chair **MUST** approve the changes. Extenuating circumstances will require substantiation.

Recital Committee:

Students, with the approval of the studio teacher, will be responsible for creating recital committees. These committees must have two faculty members, one of whom is the studio teacher.

Pre-Recital Hearing:

Students must present a pre-recital hearing of their entire recital program (**with all accompanying personnel that will be performing at the actual recital**) no later than 4 weeks in advance of the recital date. The entire recital program, typewritten and accurate timings of each composition to be performed must be submitted to the recital committee at the pre-recital hearing for approval. If applicable, text & translations and/or program notes must be submitted along with the program for the committee's approval. If not submitted at the time of the pre-recital hearing, the student may be at risk for failing at this step. Failure to pass the pre-recital hearing will disqualify the student from presenting the recital on the arranged date. **PLEASE NOTE: Hearings are scheduled during the school day.**

Dress Rehearsal:

Dress rehearsal will be scheduled during school hours.

The Performance:

Students in the *Performance Options* will perform a complete recital (45 - 55 minutes of music maximum on the declared performing medium with one 5-minute intermission). Students in orchestral strings must perform at least fifty percent of the recital from memory. Voice, piano, and guitar students must perform the entire recital (100%) from memory, except by advisement of the student's teacher. At the studio instructor's discretion, wind students may be required to memorize. Percussion students must memorize solo works performed on mallet instruments.

Students in the *Composition Option* will mount a complete recital (45 - 55 minutes of music maximum duration with one 5-minute intermission) of their own original works. The specific format of the recital is flexible, and will be determined by the student in consultation with the studio instructor. The recital may include not only compositions for more traditional instrumental/vocal combinations, but also works for electronic or computer-generated sound, live instruments with electronics, or various other multimedia configurations.

Students in the *Music Education Option* will perform half of a recital (23 - 30 minutes of music maximum on the declared performing medium with no intermission). Students in orchestral strings must perform at least fifty percent of the recital from memory. Voice, piano and guitar students must perform the entire recital (100%) from memory, except by advisement of the studio teacher. At the studio instructor's discretion, wind students may be required to memorize. Percussion students must memorize solo works performed on mallet instruments.

Students in *Music as a Liberal Art Option* may include performance as a major component of the senior project, upon approval of their studio instructor. If performance is a major component of the senior project, MLA students must meet the same standards for recital approval as performance or music education students (see above); these include, minimally, passing of Jury II.

Reception:

You must schedule and pay the \$50 fee at the time of completion of required Degree Recital Facility Reservation and Technical Specification forms, by the second week after Degree Convo. Completion and submission of the "University Food Service Form" is required. The Music Department Office will provide tables upon request. Following the reception make sure all garbage is deposited in dumpsters located behind the music building. Serving of alcohol is prohibited and will not be permitted under any circumstance.

Program Notes:

Senior recitals may include program notes. These notes will include brief information to engage the listener in the performance of the assigned works.

The Music Department will help students arrange the following:

- Scheduling facility use (for hearing, one dress rehearsal, and the performance)
- For undergraduates, the hearing needs to be a minimum of one-month before recital. *
- Dress rehearsals will be scheduled during school hours
- Technical Assistance and Recording: (House Manager, Recording Technician for performance)

NOTE: A \$100 fee is assessed at time of booking (non-refundable)

- One piano and tuning for performance only

All other instruments and tunings are the candidate's responsibility

**Composition students must consult with Dr. Froelich regarding hearing specifics.*

Student Responsibilities:**Required:**

- If the recital, hearing and dress rehearsal have not been scheduled and fee paid by end of the third week of classes, students will be administratively dropped from the course.
- Secure an accompanist - Whether using the staff accompanist or non-staff accompanist (*with studio instructor's approval*), students must contact the staff accompanist and are responsible for all charges incurred for the use of a non-staff accompanist.
- Secure a recital committee in consultation with studio instructor.
- Each degree recital candidate is customarily entitled to a maximum of five rehearsals including dress rehearsal with staff accompanist. Exceptions require approval of both the accompanist and studio instructor. The only rehearsal that can be scheduled in the performance facility is the dress rehearsal.
- Flyers – for posting must be proofed by studio faculty and delivered to the department office two weeks prior to performance. Posters may not be larger than 8 ½" X 14".
- Production of programs (using standardized formatting) and vocal translations (vocal majors) are the responsibility of the student. If applicable, foreign language text and translations and/or program notes (must be submitted at the pre-recital hearing)
- Programs must be proofed and approved by studio instructor. Students are responsible for duplication. Programs (ready for distribution) must be submitted to the house manager 60-minutes prior to performance.
- Ensure that the performance space is left clean after each use.
- All committee members must attend hearing and recital.
- Send info and photo to Dr. Mowrer (tmowrer@csufresno.edu) for lobby screen announcements at least three weeks before the recital.

Optional:

- Invitations
- Stage work (if needed, students are responsible for arranging this)
- Reception (the Music Department Office will provide tables upon request). No food or drink allowed in facility unless a University Food Waiver form is submitted at least 4-weeks in advance. Refer to Facility Reservation form. Following the reception, arrange for deposit of all garbage in the dumpsters located behind the music building.

Prohibited:

- Serving of alcohol, is prohibited and will not be permitted under any circumstances.

PROGRAM
(Example)
COVER

California State University, Fresno
College of Arts and Humanities
Department of Music
Presents

Students Name

In partial fulfillment of the B.A degree in Music
List option here

Accompanied by
Name(s), instrument(s)

Day of week, month, day, year
Time Performing Venue

PROGRAM
(Example)
INSIDE

Title of work
List movements here, if appropriate

Composer (dates)
timing

Intermission

Title of work
List movements here, if appropriate

Composer (dates)
timing

Program Approval:

Faculty Signature

Faculty Signature

Fresno State

Music Recital – Food and Beverage Service Requirements

Congratulations! Your recital is just around the corner. Following are requirements that must be met if you would like to serve refreshments. Keep in mind that recital refreshments for your invited guests should be simple and easy to manage.

#1 REQUIREMENT – OBTAIN AN APPROVED FOOD SERVICES WAIVER

University Food Services (Campus Catering) has the exclusive right to serve food and beverages on campus. If you don't plan to use campus-catering services, you must obtain a waiver that has been approved by University Food Services and by the Office of EHS, Risk Management and Sustainability (EHSRMS). Complete and submit a waiver request form 2-weeks in advance. Describe exactly what you would like to serve, and where the food will be obtained. Web address for waiver request form:

<http://www.auxiliary.com/diningservices/documents/foodservicewaiver.pdf>

Bottled beverages must be Pepsi brand products (such as Aquafina water)

Keep it simple and choose your recital refreshments wisely. Food items that must be reheated and kept hot are not allowed. Suggested food offerings: chips, crackers, cookies, bread, pastries, pre-made fruit and veggie/cheese platters, premade sandwiches.

No home-cooked food allowed. Serve only food that is purchased from and assembled/prepared/plated by a licensed food establishment, i.e. grocery store, bakery, restaurant, or a licensed catering company.

Transport Safely. Pack cold food in a insulated chest to keep it at a proper temperature while on the road.

Practice Good Personal Hygiene. Wash your hands before and after handling food.

Keep cold food at proper temperatures in the Music Dept. refrigerator until time of service. Never leave food out at room temperature or less than optimum temperature for more than 2 hours. If necessary, keep cold food on ice during service, and/or use smaller platters and refill often.

Refill Safely. When refilling empty platters, replace or wash the serving platter rather than refilling the existing one. Any residual food particles that have been sitting at room temperature may contaminate the fresh food.

Keep Ice Nice. Don't place food directly on ice that's not of drinking water quality. Keep ice for beverages separate from ice used to keep food or beverage containers cold. Provide ice scoops for beverage ice service.

Never leave food unattended.

Discourage Double Dipping. When serving dips or dipping sauces, place a spoon near the serving bowl to encourage guest to spoon the dip or sauce onto plates.

Use Prepackaged Condiments or squeeze/pump service containers.

Toss it out! Don't take leftovers home – throw them away. Many people have handled the food.

If you have any questions, please contact:

Lisa Kao, Associate Director
Office of Environmental Health and Safety, Risk Management and Sustainability
(559) 278-6910 or (559) 281-5906 cell