

Degree Recitals Facility Reservation Form

This form and all fees are due within 15 Days After Department Recital Meeting

Student Name: _____

ID#: _____

Instrument/Voice: _____

Studio Professor: _____

Office

Email: _____

Amount Paid & Date: _____

Check Appropriate Boxes:

Undergraduate Graduate

Composition Conducting Jazz Performance Music Education Performance

Start 7:30 or 8pm

Start 7:30 or 8pm

Most recitals will begin after 6:30pm

Recital Preparation Details

	<u>Date</u>	<u>Day</u>	<u>Start Time</u>	<u>Location</u> (CH) (WRH)	<u>Other</u> Please specify	Confirmed (Office Use)
Hearing:						
Dress Rehearsal:						
Recital:						

Dress Rehearsal and Recital will be scheduled in the performance hall only. Hearings are arranged through studio faculty and accompanist for location and time. All information must be completed before your dates will be approved.

Recital Fee \$130 Required Reception* \$50 Optional Video Fee \$100 Optional

**Assistant required for all receptions in building. Your responsibility to contact the University Food Service.*

Student Signature

Date

Faculty & Accompanist Approval – REQUIRED

Faculty Name (Print)

Faculty Signature

Date

Accompanist (Print)

Accompanist Signature

Date

You are required to submit a separate Technical Specification Form to Jose ElaGarza within 30 days of recital date. Visit Forms & Links at the Department of Music website for all forms. Refer to Booking Procedures for more information.

All signees acknowledge and will comply with all policies and regulation established by California State University, Fresno.

<http://csufresno.edu/hr/policies/MAPP/III/D/D-08.pdf>

Return Correspondence to Fresno State Department of Music

Mail – 2380 E. Keats Ave. MB77, Fresno. CA 93740-8024; Email – smcguire@csufresno.edu

Technical Specification Form

Degree Recitals

_____ **Concert Hall** _____ **Wahlberg Recital Hall**

Student Name _____ **Date** _____

Date of Event: _____ **Start Time:** _____ **Estimated Length:** _____

Student Email _____ @mail.fresnostate.edu

Services Included with your Facility Charge

Please complete the following requests

Talkback Mic(s) QTY: _____ Wireless handheld [2 available]

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

Event Recording *Please allow the production team up to 2 weeks to edit, finalize, and upload audio/video.*

_____ Audio _____ Archival Video (*additional \$100*), *late request requires prior approval from TD.*

Basic Lighting will be chosen by the size of the musical ensemble/soloist.

Instruments/Equipment Requirements

Concert Hall

Wahlberg

Piano Yes _____ No _____

Piano Yes _____ No _____ QTY: _____ (1 or 2)

9' Steinway-KCS _____ *Professor Werz initial*

Chairs - QTY: _____

Chairs – QTY: _____

Stands- QTY: _____

Stands - QTY: _____

Additional instrument/equipment for CH or WRH

Pipe Organ _____ Harpsichord _____

Podium/Lectern _____ includes Microphone

Audio Playback – Laptop _____ CD _____ Tablet _____ Phone _____ Other _____

Audio/Visual Services (Additional Services Fees Apply)

••Please check the following requests and set up a production meeting with technical director••

\$25 ... Audio Sound Reinforcement _____ (requires an audio engineer/mixer)

**Please include a typed sheet regarding sound reinforcement specifics when you turn in this form.*

\$25 ...Video Projector and Projector Screen _____ **PC** _____ **MAC** _____

Additional Fee Total: _____

Terms of Agreement and additional information on next page

Terms of Agreement

1. All Audio and Video Recordings are meant exclusively for educational purposes only. 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 posting sites such as Vimeo, YouTube, Facebook, or any similar service; c.) Transmitted electronically in any fashion such as live streaming.
2. All forms must be turned in **30 Days** prior to Event. *A hold can be placed on your records if no form is turned in.*
3. Any late request made within the **2 weeks** prior to the event will need to be approved by the Technical Director (TD).
4. Cancellation of event must be submitted **2 weeks** prior to the event by your faculty studio professor. No refund of recital booking fee. Video, reception or any other optional fee will be rolled over to next semester if recital is postponed.
5. Students using these facilities will be responsible for setup and tear-down of music stands and chairs, instruments, props and misc. equipment except piano and organ for their event. You are responsible for clearing all items from the backstage area, or as negotiated with the Technical Director.
6. Additional fees will be assessed by the Technical Director for damage of equipment, floors, walls and/or debris left in any area of the facility. **\$25 small clean fee. \$50 big clean fee.**

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 State University, Fresno:

Name (Print) _____ Phone _____

Signature _____ Date _____

Please direct any questions and **return this form** to Performing Arts Technician:

José M. ElaGarza

Phone: 559-278-2917

elagarza@csufresno.edu

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