



College of Arts and Humanities

Department of Music

Event & Festival Booking Process – Facility Use Requests *Procedures*

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, for 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 will result in a \$50 service charge.
4. All concert setups will be schedule 1 1/2 hours prior to concert performance time to allow 30-minutes for concert doors to be opened for patrons.
5. Concerts and events must cover all costs. 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 Faculty in charge of the Festival and the Event Committee a minimum of 30 days prior to the Festival.
 - Event Fee \$175 - \$275
 - Recording Fee \$75
 - Festival Fee \$175-\$400 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
 - Fresno State Campus Holidays
 - Labor Day
 - Memorial Day
 - Veterans Day
 - Vintage Days
 - Winter & Spring Break
 - Thanksgiving Break
 - Event Committee approval required when students and staff are asked to work over scheduled holidays, **additional charges will be administered** at a rate of 1 ½ the normal rate.
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 may result in a reduction in services.

All University policies and regulations will be followed.

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



College of Arts and Humanities

Department of Music - Facility Request Form

Concerts, Festival & Special Events Form

Name(s) _____ Date Completed _____

Best Contact: email/phone _____

Title of Event _____

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 / Master Class											
Concert Hall (CH) M126					Event Date _____		Concert: Y N				
<i><u>Day (W,Th,Fr, etc)</u></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
<hr/>											
Wahlberg Recital Hall (WRH) M183					Event Date _____		Concert: Y N				
<i><u>Day (Su,M,Tu, etc)</u></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
<hr/>											
Rehearsal Hall (M127) Date _____											
<i><u>Day (Tu,Fr, Sa, etc)</u></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
<hr/>											
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 information, high school included, special guest artist, piano tuning etc.
DO NOT USE for your set-up or Tech needs. Please use Tech Form for all events

Piano Tuning Special Guest Master Class/Clinic Jr/High/College Guest

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

Ticket prices for each day. Box Office (2) & House Manager (1 min) scheduled

STAR * FINAL CONCERT

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 (2) when needed.
- 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)

FRESNO STATE

College of Arts and Humanities Department of Music

PRICE LIST FOR ADDITIONAL PERSONNEL, SERVICES AND EQUIPMENT

Department of Music Organizations & Ensembles

New prices effective August 2017

Concert Fees

- Hall Fund 10% of Total Ticket Sales
- Piano Maintenance 5% of Total Ticket Sales
- Recording Fund \$75 Flat Fee
- Music Expense \$175-\$275 Flat Fee
- Master Class/Clinic \$50
- Festival Fee \$175-\$400 per day
- Clean up Fees \$25 Small; \$50 Large

Services Included in Concert Fees

- House Audio Equipment: Two (2) wireless microphones and audio playback
- Event Staffing (House Manager, Stage Manager, Box Office)

Instrument Rental

Piano

Concert Hall:

- 9' Steinway No Charge
- 9' Steinway-KCS No Charge

(Email approval from Professor Andreas Werz)

Wahlberg Recital Hall:

- 7' Yamaha (2) No Charge

Audio/Visual Rental

- Audio Reinforcement from House \$125 + audio engineer
Includes microphones, up to 32 Inputs/4 Monitor Mixes, speakers, etc.
- Special Stage Lighting \$125 + audio engineer
- Shure Wireless Handheld Mic (2 available) No Charge
- Video Projector and Screen (Video/Data) \$100
- Video Recording (check staff availability) \$100

Additional Items

- Choral Risers (8 available) No Charge
- Platform Risers (4'x8', 12 available) No Charge
- Lectern (Podium) No charge
- Tables (4' and 6') No Charge
- Other Discuss with Technician
Jose ElaGarza (elagarza@csufresno.edu)

Technical Specification Form

Music Department/Organizations and Ensembles

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

Title of Event _____ **Due Date** _____

Date of Event _____ **Start Time:** _____ **Email** _____

If no form is turned in 2 weeks prior to your event, you will receive 1 House Manager and Classroom Lights.

Services Included with your Facility Charge

Please check 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 added**)

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

**For additional lighting select Theater Moving Lights option in "Audio/Visual Services"*

Instruments/Equipment Requirements

Please check the following requests

Concert Hall Piano: 9' Steinway _____

9' Steinway-KCS _____ *(Prof. Werz Approval Only)*

Pipe Organ _____

Choral Risers - QTY: _____ [8 available]

Chairs - QTY: _____ [80 available]

Platform Risers (4'x8') - QTY: _____ [12 available]

Music Stands - QTY: _____

Wahlberg

7' Yamaha _____ [2 available]

Chairs - QTY: _____ [24 available]

Stands - QTY: _____ [15 available]

Additional instrument/equipment for CH or WRH

Podium/Lectern _____ **Podium Microphone** _____ Harpsichord _____

Tables - QTY: 6 ft. _____ [4 available], 4 ft. _____ [4 available]

Audio/Visual Services (Additional Services Fees Apply)

Please check the following requests

\$125...Sound Reinforcement _____ (requires an audio engineer/mixer, rate charged hourly to your account)

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

\$125...Theater Moving Lights _____ (requires a light board operator, rate charged hourly to your account)

**Please set up a meeting with Technical Director to discuss lighting options 30 days prior to event.*

\$100...Video Projector and Projector Screen _____ **PC or Mac** _____

N/C Wireless Handheld Mic _____

\$100 Video Recording _____ (Check availability)

Additional Fee Total: _____

Terms of Agreement and additional information on next page

