

Technical Specification Form

Music Department/Organizations and Ensembles

_____ Concert Hall, _____ Wahlberg Recital Hall

Title of Event _____ **Due Date** _____

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

*A \$50-dollar Late Fee will be assessed if this form is not turned in 30 days prior to actual event.
If no form is turned in 2 weeks prior to your event, you will receive 1 House Manager and Classroom Lights.*

Additional Services (Included with your Facility Charge)
Please check the following requests

Talkback Mic(s) QTY: _____ Wireless [2 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** _____
For additional lighting such as theatre moving lights select **Theater Moving Lights option in Audio/Visual Services*

Event Recording (Please allow the production team up to 2 weeks to edit and finalize CDs/DVDs)
_____ Audio _____ Archival Video (**additional \$50 added**)

Instruments/Equipment Requirements
Please check the following requests

Concert Hall Piano: 9' Yamaha _____, 9' Steinway _____, 9' Steinway-KCS _____ (*Prof. Werz Approval Only*)
Wahlberg Piano: 7' Yamaha _____

Organ _____ (Concert Hall Only); **Harpsichord** _____

Chairs-150 Available QTY: _____ **Tables** QTY: 6' _____, 4' _____

Music Stands-60 Available QTY: _____

Choral Risers-8 Available QTY: _____

Platform Risers(4'x8')-12 Available QTY: 8" _____, 16" _____, 24" _____

Podium/Lectern _____ **Podium Microphone** _____

Audio/Visual Services (Additional Services Fees Apply)
Please check the following requests

\$125...Sound Reinforcement _____ (requires an audio engineer/mixer)
**Please include a typed sheet regarding sound reinforcement specifics.*

\$125...Theater Moving Lights _____ (requires a light board operator)
**Please set up a meeting with Technical Director to discuss lighting options 30 days prior to event.*

\$35...Video Projector and Projector Screen _____

\$5...Additional CD Copies QTY: _____

\$10...Additional DVD Copies QTY: _____

Additional Fee Total: _____

Terms of Agreement and additional information on back

Terms of Agreement

1. All forms must be turned in **30 Days** prior to Event. A \$50-dollar late fee will be assessed for forms turned in late.
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 Music Expense 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 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.

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

California State University, Fresno Department of Music

2380 Keats Ave. M/S-MB77 Fresno, CA 93740-8024

Phone: 559-278-2917; Fax: 559-278-6800

Email: elagarza@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 me with concerns or questions immediately after the concert/event.