



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 \$225-\$400 per day
  - **Program Fees: (8.5 X 11 & 8.5 X 14) standard .10¢ per page, (11X17) .15¢ per page**
6. 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
    - Labor Day
    - Vintage Days
    - Fresno State Campus Holidays
    - Memorial Day
    - Winter & Spring Break
    - Veterans Day
    - 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](http://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).*

<p><b>Event Date</b> _____ <b>Type of Event:</b> _____</p> <p><u><i>Day 1</i></u></p> <p>CH M126 Arrive: _____ Event Time Start: _____ End: _____ Reh. Y N Tech Y N</p> <p>WRH 183 Arrive: _____ Event Time Start: _____ End: _____ Reh. Y N Tech Y N</p> <p>Reh. M127 Arrive: _____ Event Time Start: _____ End: _____ Reh. Y N</p>
<p><b>Event Date</b> _____ <b>Type of Event:</b> _____</p> <p><u><i>Day 2</i></u></p> <p>CH M126 Arrive: _____ Event Time Start: _____ End: _____ Reh. Y N Tech Y N</p> <p>WRH 183 Arrive: _____ Event Time Start: _____ End: _____ Reh. Y N Tech Y N</p> <p>Reh. M127 Arrive: _____ Event Time Start: _____ End: _____ Reh. Y N</p>
<p><b>Event Date</b> _____ <b>Type of Event:</b> _____</p> <p><u><i>Day 3</i></u></p> <p>CH M126 Arrive: _____ Event Time Start: _____ End: _____ Reh. Y N Tech Y N</p> <p>WRH 183 Arrive: _____ Event Time Start: _____ End: _____ Reh. Y N Tech Y N</p> <p>Reh. M127 Arrive: _____ Event Time Start: _____ End: _____ Reh. Y N</p>
<p>Other: _____</p> <p>Rooms: <i>Please list</i> _____</p> <p><b>Reception/Food:</b> Yes ____ No ____ Day(s) _____</p> <p><small><i>*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 <a href="mailto:mesarantos@csufresno.edu">mesarantos@csufresno.edu</a> or contact Christina Martinez (559) 278-4634, cell (559) 727-7602 or <a href="mailto:cmartinez@csufresno.edu">cmartinez@csufresno.edu</a></i></small></p>

**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

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**Box Office:** \_\_\_\_ Yes \_\_\_\_ No      **Ticket Prices**

*Please identify FINAL CONCERT WITH STAR \**

Day 1 General	University Employee	Senior	Student
Day 2 General	University Employee	Senior	Student
Day 3 General	University Employee	Senior	Student

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**Personnel**

- Included with hall reservations are 1 technician, 1-2 house manager, and 1 backstage, 2 box office (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

*Prices effective June 2018*

#### 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
- ½ Day Festival Fee \$225 (up to 6 hours)
- Full day Festival Fee \$400 per day (up to 12 hours, \$30 per ½ hour thereafter)
- 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](mailto: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 review 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, check availability*)

**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*

<p><b>Concert Hall Piano:</b> 9' Steinway _____ 9' Steinway-KCS _____ (<i>Prof. Werz Approval Only</i>) <b>Pipe Organ</b> _____ <b>Choral Risers - QTY:</b> _____ [8 available] <b>Chairs - QTY:</b> _____ [80 available] <b>Music Stands - QTY:</b> _____ <b>Platform Risers (4'x8')</b> - QTY: _____ [12 available]</p>	<p><b>Wahlberg</b> 7' Yamaha _____ [2 available] <b>Chairs - QTY:</b> _____ [30 available] <b>Stands - QTY:</b> _____</p>
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**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 Audio 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** \_\_\_\_\_

Additional Fee Total: \_\_\_\_\_

*Terms of Agreement and additional information on page 6*

## 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 \$50 late fee will be assessed for forms turned in late.
3. Any late request made within the **2 weeks** prior to the event needs to be approved by the Technical Director.
4. Cancellation of event must be submitted **2 weeks** prior to the event to avoid paying Facility Charges. (Booking Fees and Music Expense Fees).
5. Groups using these facilities will be responsible for set-up and tear-down of music stands, chairs and instruments for their event, 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  
 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 SETUP.***