

# 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 fill in the following request(s)*

<p><b><u>Concert Hall</u></b></p> <p>9' Steinway _____</p> <p>9' Steinway-KCS _____ (<i>Prof. Werz Approval Only</i>)</p> <p>Pipe Organ _____</p> <p>Choral Risers- QTY: _____ [8 available]</p> <p>Chairs- QTY: _____ [80 available]</p> <p>Platform Risers (4'x8')- QTY: _____ [12 Available]</p> <p>Stands- QTY: _____</p>	<p><b><u>Wahlberg</u></b></p> <p>7' Yamaha _____ [2 available]</p> <p>Chairs - QTY: _____ [24 available]</p> <p>Stands- QTY: _____ [15 available]</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------

**Additional instrument/equipment for CH or WRH**

Harpichord \_\_\_\_\_

Podium/Lectern \_\_\_\_\_ Podium Microphone \_\_\_\_\_

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

**Audio/Visual Services (Additional Services Fees Apply)**  
*Please check the following requests and set up a production meeting with technical director.*

**\$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)  
*\*Production meeting must be at least 30 days prior to event.*

**\$100...Video Projector and Projector Screen** \_\_\_\_\_ **PC or 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 is not permitted.
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 setup 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.
6. Additional fees will be assessed by the Technical Director for damage of equipment 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 SETUP.

*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.