

## 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 Microphone(s)** QTY: \_\_\_\_\_ Wireless [3 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 (CD/DVDs will be available within 14 days of the performance)**

\_\_\_\_\_ Audio \_\_\_\_\_ Video

### Instruments/Equipment Requirements

*Please check the following requests*

**Concert Hall Piano:** 9' Yamaha \_\_\_\_\_, 9' Steinway \_\_\_\_\_

**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**-13 Available QTY: 8" \_\_\_\_\_, 16" \_\_\_\_\_, 24" \_\_\_\_\_

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

### Audio/Visual Services (Additional Services Fees Apply)

*Please check the following requests*

**\$100...Sound Reinforcement** \_\_\_\_\_ (requires an audio engineer/mixer)

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

**\$100...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 Staff 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 Technical Director:

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: jogarza@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.