

Technical Specification Form

Degree Recitals

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

Student Name _____ **Date** _____

Date of Event _____ **Start Time:** _____ **Estimated Length:** _____

Student Email _____ @mail.fresnostate.edu

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.

Instruments/Equipment Requirements

Please fill in the following request(s)

Concert Hall

9' Steinway _____

9' Steinway-KCS _____ (*Piano Majors Only*)

Pipe Organ _____

Choral Risers- QTY: _____ [8 available]

Chairs- QTY: _____ [80 available]

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

Stands- QTY: _____

Wahlberg

7' Yamaha _____ [2 available]

Chairs - QTY: _____ [24 available]

Stands- QTY: _____ [15 available]

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.

\$25 ... Sound Reinforcement _____ (requires an audio engineer/mixer)

**Please include a typed sheet regarding sound reinforcement specifics when you turn in this form.*

\$25 ... 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 allowed.
2. All forms must be turned in **30 Days** prior to Event. A hold can be put on your records if no form is turned in.
3. Any late request made within the **2 weeks** prior to the event will need to be approved by the Technical Director.
4. Cancellation of event must be submitted **2 weeks** prior to the event. No refund of recital booking and music expenses. Video, reception and/or any other optional fee will be rolled over to next semester if recital is postponed.
5. Students 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, 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

Phone: 559-278-2917

elagarza@csufresno.edu

PLEASE ATTACH A DETAILED DIAGRAM OF YOUR STAGE SET-UP.

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.