

# Technical Specification Form

## Non-University Organizations

\_\_\_\_\_ 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.*

### Services Included in Hall Fees

*Please check the following requests*

**1 House Manager/Technician (4 hours Max., \$15 per hour thereafter)**

**Talkback Mic(s)** QTY: \_\_\_\_\_ Wireless handheld [2 available]

*\*For additional microphones please select **Sound Reinforcement** option in "Audio/Visual Services"*

**Basic Lighting will be chosen by the size of the musical ensemble/soloist/lecture.**

*\*For additional lighting select **Theater Moving Lights** option in "Audio/Visual Services"*

### Instruments/Equipment Requirements

*Please check or add quantity to the following requests*

#### Concert Hall

**\$150** - 9' Steinway \_\_\_\_\_

**\$200** - 9' Steinway-KCS \_\_\_\_\_ (*Prof. Werz Approval Only*)

**\$200** - Pipe Organ \_\_\_\_\_

**\$20 each** - Choral Risers- QTY: \_\_\_\_\_ [8 available]

**\$25 each** - Platform Risers (4'x8')- QTY: \_\_\_\_\_ [12 Available]

**No Charge** - Chairs- QTY: \_\_\_\_\_ [80 available]

**No Charge** - Stands- QTY: \_\_\_\_\_ [80 available]

#### Wahlberg

**\$100** - 7' Yamaha \_\_\_\_\_ [2 available]

Chairs - QTY: \_\_\_\_\_ [24 available]

Stands- QTY: \_\_\_\_\_ [15 available]

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

**\$150** - Tuning \_\_\_ Yes tuning; \_\_\_ No tuning required

*\* Pianos are tuned regularly. Please email technical director for an update on tunings.*

**\$100** - Piano Lid Removal/Replacement \_\_\_\_\_ (*must be removed by the technical team*)

**\$50** - Harpsichord \_\_\_\_\_

**\$10 each** - Tables - QTY: 6 ft. \_\_\_\_\_ [4 available], 4ft \_\_\_\_\_ [4 available]

**No Charge** - Podium/Lectern \_\_\_\_\_ Podium Microphone \_\_\_\_\_

### Audio/Visual Services

*Please check the following requests*

**\$300 - Sound Reinforcement** \_\_\_\_\_ (requires an audio engineer/mixer at \$15 dollars an hour)

*\*Please include a typed sheet regarding sound reinforcement specifics, or meet with Technical Director*

**\$250 - Special Stage Lighting** \_\_\_\_\_ (requires a light board programmer/operator at \$15 dollars an hour)

**\$150 - Event Recording** *Please allow the production team up to 2 weeks to edit, finalize, and upload audio/video.*

\_\_\_\_\_ Audio \_\_\_\_\_ Archival Video (*An additional Service fee of \$100 will apply for a 1 camera video recording*)

**\$200 - Video Projector and Projector Screen** \_\_\_\_\_

Additional Fees 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 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 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.
5. 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.**
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](mailto: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.