



College of Arts and Humanities

Department of Music

Festival & Events 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/concert 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 • Fresno State Campus Holidays
 - Labor Day • Memorial Day • Veterans Day
 - Vintage Days • Winter & Spring Break • 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



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Department of Music - Facility Request Form

Festival & Special Events Reservation 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).

Event Date _____	Type of Event: _____	Public Attending:	Y	N
<i>Day</i> _____ <i>MTWThFSaS</i>	<i>Number of Programs:</i> _____			
CH M126 Arrive: _____	Event Time Start: _____	End: _____	Reh. Y N	Tech Y N
WRH 183 Arrive: _____	Event Time Start: _____	End: _____	Reh. Y N	Tech Y N
Reh. M127 Arrive: _____	Event Time Start: _____	End: _____	Reh. Y N	

Event Date _____	Type of Event: _____	Public Attending:	Y	N
<i>Day</i> _____ <i>MTWThFSaS</i>	<i>Number of Programs:</i> _____			
CH M126 Arrive: _____	Event Time Start: _____	End: _____	Reh. Y N	Tech Y N
WRH 183 Arrive: _____	Event Time Start: _____	End: _____	Reh. Y N	Tech Y N
Reh. M127 Arrive: _____	Event Time Start: _____	End: _____	Reh. Y N	

Event Date _____	Type of Event: _____	Public Attending:	Y	N
<i>Day 3</i> _____ <i>MTWThFSaS</i>	<i>Number of Programs:</i> _____			
CH M126 Arrive: _____	Event Time Start: _____	End: _____	Reh. Y N	Tech Y N
WRH 183 Arrive: _____	Event Time Start: _____	End: _____	Reh. Y N	Tech Y N
Reh. M127 Arrive: _____	Event Time Start: _____	End: _____	Reh. Y N	

Rooms: *Please list* _____

Reception/Food: Yes ____ No ____ Day(s) _____

**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 mesarantos@csufresno.edu or contact Christina Martinez (559) 278-4634, cell (559) 727-7602 or cmartinez@csufresno.edu*

Addition Information: Important!

Please provide as much information as possible for your upcoming event. Note any special information, high school, special guest artist, piano tuning etc. **Attach a projected Itinerary. DO NOT USE for your set-up or Tech needs. Please use Tech Form for all events**

- Piano Tuned
- Special Guest
- Master Class/Clinic
- Jr/High/College Guest
- Recording (when not checked no recording will be made of your event)

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

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)