

Music Department Faculty & Staff Recital Hall Reservation & Technical Needs Form

Instructional Technician/ Production Coordinator

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This form should only be used by faculty and staff of the CSUSB Music Department for technical requests for PA-102, the Performing Arts Recital Hall, for **pre-scheduled** concerts and events. This form can also be used for Recital Hall reservation requests throughout the academic year. Requests made throughout the year will be reviewed by the Instructional Technician and Department Chair, and will be accommodated if the Instructional Technician's work load, and the calendar and budget allow.

All events and dress rehearsals *must* be scheduled through the Instructional Technician and placed on the CSUSB Music Department PA-102 Recital Hall Google Calendar prior to use of the hall.

All fields of form must be filled out for reservation and/or technical requests to be accommodated.

All performances are digitally archived. The setup of video and audio recording is the purview of the Instructional Technician, and is tailored to each performance/event.

RECITAL HALL RESERVATION INFORMATION

EVENT INFORMATION

Name: _____

Email: _____

Event Title: _____

Event Description: _____

Event Date & Time: _____

Duration of Event: _____

Time of Load-in/Setup: _____

TECHINCAL AND/OR DRESS REHEARSAL INFORMATION

Technical and/or Dress Rehearsal Date(s) & Time (s): _____

Duration of Technical and/or Dress Rehearsal(s): _____

Time of Load-in/Setup: _____

TECHNICAL NEEDS INFORMATION

**Due two weeks prior to pre-scheduled event. Requests will be reviewed in correlation with university safety policies and procedures. If submitted less than two weeks prior to scheduled event, requests that pertain to safety and setup will be given priority, and other requests will be accommodated only if the Instructional Technician's schedule allows.*

Sound Check Date & Time: _____

Duration of Sound Check: _____

Technical rehearsals, dress rehearsal, and/or sound checks must conclude thirty minutes prior to doors opening to public. Doors open to public thirty minutes prior to event start time. Ex. For 7:30 p.m. shows, the hall needs to be exited by 6:30 p.m.

Number of Performers: _____

Guests Artist/Soloist Name(s): _____

Technical Needs: _____

Ex. Number of chairs, stands, risers, choir shells, amplification or sound reinforcement, etc.

Special Lighting Needs: _____

Ex. Spot-lighting, color-lighting, lighting cues, etc. All lighting cues should be confirmed during the technical or dress rehearsal, or day of performance during load-in or set-up.

Special Projection Requests: _____

A copy of your entire program including musical selections (title, composer, dates, featured artists), program notes, personnel, and bios must be attached to this form in addition to the stage plot diagram with your setup indicated for each configuration of every ensemble involved.

