

# MUSIC STUDENT RECITAL

## MUSIC STUDENT RECITAL REQUEST FORM

Form ALP-112

California State University, Los Angeles  
College of Arts and Letters – A&L Productions

date received: \_\_\_\_\_  
received by: \_\_\_\_\_

Student Name _____	Recital Instrument _____
Address _____	
City _____	State _____ Zip Code _____
Phone _____	FAX _____ Cell Phone _____
Email _____	
<input type="checkbox"/> BM Junior <input type="checkbox"/> BA Recital <input type="checkbox"/> BA Project <input type="checkbox"/> BM Senior (Music Ed) <input type="checkbox"/> BM Senior (Performance) <input type="checkbox"/> MA Recital <input type="checkbox"/> MA Project <input type="checkbox"/> MM Recital <input type="checkbox"/> Other: _____	

Briefly describe your recital (number of groups, instruments, vocalists, performers, etc.): \_\_\_\_\_

Total number of vocalists on stage at once: \_\_\_\_\_ Total recital length: \_\_\_\_\_

Accompanist name: \_\_\_\_\_ Music Hall piano request:  Yamaha  Steinway

Which A&L facility/venue are you requesting? (check all that apply)

- Music Hall                       State Playhouse                       Choir Room (MUS 149)                       Band Room (MUS 150)  
 Other \_\_\_\_\_

All student recitals will have an archival **audio-only** recording made of the performance when presented on campus in one of the standard recital facilities. Would you like a copy of the audio recording?     Yes     No

If you would like to request an alternate evening or weekend recital date, please list at least **two choices** below.

– Also use the blank spaces to request rehearsal times or an alternate hearing time in a venue.

– Most rehearsals and hearings take place in practice rooms or faculty offices. Exceptions require Chair approval.

**All alternative and weekend dates require Music Chair approval.**

	DATE (s)		ARRIVAL TIME	SHOWTIME	END TIME	Music Chair Approval
Recital		FIRST Choice				
Recital		SECOND Choice				

\_\_\_\_\_ As per Music guidelines, all student recital requests must be submitted by the end of the first week of the quarter.

\_\_\_\_\_ A&L Productions reserves the right to refuse to consider requests submitted without a minimum 3-week lead time.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PAFC Hold

\_\_\_\_\_  
TD Review

\_\_\_\_\_  
Music Chair Signature (when required)

\_\_\_\_\_  
Date

\_\_\_\_\_  
A&L Dean Approval (when required)

Applied Faculty Adviser: \_\_\_\_\_ Extension: \_\_\_\_\_

Applied Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\* Please submit this form **at least 3 weeks prior to your activity** to the A&L Productions in the Theatre Arts building, TA 204. Alternately mail, email or fax this application with any supporting documents to:

California State University, Los Angeles  
College of Arts and Letters – A&L Productions  
5151 State University Drive – TA 204, CA 90032  
Phone 323-343-4133 FAX 323-343-5565  
Email: [epietrzak@calstatela.edu](mailto:epietrzak@calstatela.edu), [pts@calstatela.edu](mailto:pts@calstatela.edu)

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(form revision date November 2018)

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How many people will attend your event? \_\_\_\_\_

Will you be holding a reception outside the theatre?  Yes  No

If yes,  pre-event reception or  post-event reception **Location:** \_\_\_\_\_

If your event involves live music bands, orchestras, or combos, please provide a detailed breakdown of the instrumentation and set-up requirements for each (*include an attachment if necessary*): \_\_\_\_\_

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Please describe any musical instruments, computers, furniture, props, or equipment that you plan to bring into the space. (*Subject to approval of A&L Productions TD*): \_\_\_\_\_

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Stage, set and setup floorplans attached?:  Yes  No

Please describe any technical needs (*i.e. projector, microphones, piano(s), podium, chairs, tables, music stands*) or equipment that you may need to use for your event and would expect A&L Productions to provide:

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Will you need dressing rooms?  Yes  No

**RESTRICTIONS:** **I have read the restrictions below and agree to abide by them.**  Yes  No

**No food and drinks shall be allowed in the auditorium, on the stage, or in the lobbies.**

**Open flame (candles, cigarettes, cigars, prop guns, incense/smudging) is not allowed.**

**Special effects such as fog, smoke effects, open flame and pyrotechnics are prohibited.**

**Scenic elements will need additional approval of the A&L Productions Technical Director.**

**Overhead scenery and rigging are prohibited.**

**No screws or lag bolts into the floor will be allowed.**

**No taping to the floors, walls, or other surfaces with masking tape.**

**The capacity of the Music Hall stage performance area is limited to 49 persons.**