CAL STATE LA | College of Arts and Letters
CALIFORNIA STATE UNIVERSITY, LOS ANGELES | A&L Productions

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 _____

☐ BM Junior ☐ BA Recital ☐ BA Project ☐ BM Senior (Music Ed) ☐ BM Senior (Performance)
☐ MA Recital ☐ MA Project ☐ MM Recital ☐ 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.

_____ _____ *PAFC Hold* *TD Review*
Student Signature *Date*

_____ _____
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, fax, or DocuSign this application with any supporting documents to:

California State University, Los Angeles
College of Arts and Letters – A&L Productions
Phone 323-343-4133 FAX 323-343-5565
Email: epietrzak@calstatela.edu, pts@calstatela.edu

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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):* _____

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):* _____

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:

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.

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