

CSU, Stanislaus
Department of Music

Snider Recital Hall: Student Reservation Request

Person/Group: _____

Reservation date and time: _____

Reservation Purpose: Rehearsal Degree Recital Recording*
 Other _____

*Recording sessions require a fee of \$20/reserved hour (one hour minimum fee). Fees must be paid at the time of the reservation request approval. If the session goes beyond the reservation time, additional fees must be made in half-hour increments.

All students must pay \$10/reserved hour in personnel fees per staff person needed for a rehearsal reservation outside of normal business hours, 8a.m.-5p.m.

Logistical needs:

Instruments:

9' Piano: _____ Harpsichord: _____ On rug:
(Requires Piano Coordinator Approval)

Equipment:

Chairs: _____ Stands: _____

Recording Session Needs (if any):

Recording Engineer:(only by department approved personnel)
_____ No
_____ Yes: _____
(name of approved engineer)

Use of Snider Recording Equipment:(only by department approved personnel)
_____ Yes: I need to use department equipment
_____ No: I will be using my own equipment

For Degree Recital: Please include stage set-up diagram

Live Sound Needs**(if any):

Live Sound Engineer: (only by department approved personnel)
_____ No
_____ Yes: _____
(name of approved engineer)

Microphones: _____ Mic stands: _____ Monitors: _____

**Please include a diagram of microphone placement.

Return form to Tech office one week prior to reservation date

Dept. Tech. Approval (Date)
Date Sent: _____ By: _____

Dept. Chair Approval (Date)
Date Rec'd: _____ By: _____

*Rehearsal/Recording Fee(s) payment of \$ _____
Date Rec'd: _____ By: _____