

**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: \_\_\_\_\_

<b>Student Name</b> _____	<b>Recital Instrument</b> _____
<b>Address</b> _____	
<b>City</b> _____	<b>State</b> _____ <b>Zip Code</b> _____
<b>Phone</b> _____	<b>FAX</b> _____ <b>Cell Phone</b> _____
<b>Email</b> _____	
<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	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 40%; height: 20px;"></div> <div style="border: 1px solid black; width: 40%; height: 20px;"></div> </div> PAFC Hold                      TD Review
Music Chair Signature (when required)	Date	<div style="border: 1px solid black; width: 100%; height: 20px;"></div> 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:

# MUSIC STUDENT RECITAL

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.**