

The background of the cover is a close-up, slightly blurred photograph of several musical staves. The staves are white with black lines, and various musical notes and symbols are scattered across them. The lighting is soft, creating a warm, artistic atmosphere.

San José State University

**Music Student
Recital Packet**
2016–17

Facility Regulations for Student Recitals

1. NO SMOKING, EATING, DRINKING, BALLOONS, OR USE OF INCENSE OR CANDLES in the halls, classrooms, or Concert Hall.
2. No selling of any items without permission from the School of Music & Dance Office.
3. All rooms must be returned to their original, typical layout after the scheduled event—use the layout guides in each room for directions. The Concert Hall must be cleared. If you have moved anything off stage, YOU MUST RETURN IT.
4. Musical equipment may not be used without written permission of the School of Music & Dance.
5. There is a **\$100 refundable cleaning deposit** required at the time you book your recital and should be turned into the Reservations Facilitator. **Failure to return everything to its proper place will result in the forfeiture of your deposit.** This includes the Concert Hall and Reception Venue.
6. Cleaning the room before or after your event is your responsibility. Janitorial services may be provided only at additional cost, and must be secured at least one month prior to the event. There is no trash pick-up on Friday or Saturday. **It is your responsibility to remove any trash generated on Friday, Saturday, or Sunday.** Bring your own trash bags and be prepared to take trash out with you.
7. **One or more Concert Managers are required per recital. The rate for vocal recitals is \$50; the rate for instrumental recitals is \$60.** For recitals requiring movement of pianos or other large instruments, and/or multiple set-ups, an additional Concert Manager will be required, to be paid at the rate of \$25 per hour. Mrs. Lucy Yamakawa Cox will help you determine if you need more than one Concert Manager.
8. Any posters, signs, or tables you set up in the foyer or halls must not impede traffic through doorways, hallways, or any other walkway. **Painting masking tape** (usually blue) is the only acceptable wall adhesive.
9. Sound equipment and cameras are not allowed in the aisles of the Concert Hall.

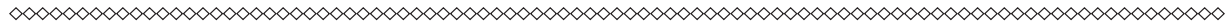
I have read and understood the above statements:

.....
Name (printed)

.....
Signature

.....
Date

Student Recital Reservation Form



NAME(S):		APPLIED INSTRUCTOR:	
EMAIL:		PHONE:	
INSTRUMENT:		LEVEL:	DEGREE:
RECITAL DATE:		SEMESTER/YEAR:	LOCATION:
RECITAL TIME:	<input type="checkbox"/> 1:30 (12-3PM)	<input type="checkbox"/> 4:30 (3-6PM)	<input type="checkbox"/> 7:30 (6-9PM)
JOINT RECITAL? IF SO, WITH WHOM?:			
RESERVATION FEE \$30	CHECK #	CASH	
CLEANING DEPOSIT \$100	CHECK #	CASH	

CLEANING INSTRUCTIONS

1. No trash or Programs in Hall or on stage
2. Lights out
3. No equipment left in hallways
4. Stage returned to diagram below
5. Failure to comply will result in forfeiture of cleaning deposit

USE THIS DIAGRAM TO DRAW YOUR PREFERRED INITIAL STAGE SET-UP

leave the stage as shown in the diagram when your recital is over

