

# COMMENCEMENT GUIDELINES

*Cal State Fullerton School of Music  
Meng Concert Hall*

These guidelines are set to help provide you with information about holding Commencement Ceremonies in Meng Concert Hall, and what to expect. If there are any questions regarding these guidelines, please contact the School of Music Production Coordinator.

Meng Concert Hall is unlike any other facility used for Commencement Ceremonies on campus. It is a unique hall built specifically for the presentation of Concerts and Recitals. To maintain the halls' beauty and integrity, there are certain requirements and restrictions on its use.

## **Information**

- 75 students can fit onstage with the platform party.
- There are 776 total seats in the hall. 555 seats on the first level. 139 seats in the balcony. 82 seats behind the stage (choir loft).
- One of the covered hallways in the Visual Arts Complex is usually used for the student staging area
- The rental of equipment (sound, chairs, lectern, etc.) is not needed. We have all the equipment necessary to present the ceremony.
- If live music is used for the processional (usually a brass quintet), they are placed in the choir loft. This reduces the seating behind the stage to 78

## **Requirements & Restrictions**

- School of Music Tech Staff and Production Crew are required to be present and operate certain aspects of the hall. This includes managing the house (audience), stage, backstage and the operation of the audio and lighting systems.
- Compensation for the staff and crew pay must be made to the School of Music, as these are actual costs the school incurs. The cost usually runs about \$1,000 per ceremony. An invoice will be generated after the events.
- A minimum of 12 ushers are required. These volunteers need to be arranged for by your department, or commencement staff.
- The ushers need to arrive in the lobby of the Clayer Performing Arts Center at 8:30a for orientation from our house manager, and remain at their posts through out the ceremony until dismissed.
- Food and drinks (other than bottled water) are prohibited inside the Clayer Performing Arts Center and Meng Concert Hall
- Balloons are prohibited inside the Concert Hall.
- Non-essential personal (parents, friends, etc.) are not permitted backstage.
- Arrange for a meeting/walkthrough with the School of Music Production Coordinator as soon as you can, to discuss details of the ceremony

*School of Music Production Coordinator  
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