

RECEPTION GUIDELINES

Cal State Fullerton School of Music

These guidelines are set to help provide you and your guests a pleasant and hassle free reception. If there are any questions regarding these guidelines, please contact the Music Department Production Coordinator.

General Guidelines

- The Mary Moore Reception Room (PA-172) is limited to 30 guests. If you expect more than 30 people, please contact the School of Music Production Coordinator for other possible location options.
- Post-concert receptions are limited to 1.5 hours after the end of the concert (including clean up). Be ready to have the doors locked 1.5 hours after the concert.
- The Tech Staff will open the reception room 1 hour prior to the start of the concert. This is when the person in charge of the reception (or campus catering) can setup. Please do not arrange for campus catering to arrive before this. They will not be able to get in.

Food & Catering

- Option 1: You (your group, etc) bring in all the food and only non-alcoholic drinks.
- Option 2: Contract an **approved** off campus caterer, or Campus Catering (OC Choice) at 657-278-7293 to cater the reception.
 - Arrange for the caterers to arrive to set up 1 hour before the concert start. Do not arrange for them to setup after the start of the concert. The Tech Staff cannot open the room after the concert has begun.
 - Arrange for the caterers to start cleaning up 1 hour after the approximate end time of the concert.
 - Make sure the caterers know what room number they are going to (PA-172), and what event the reception is for.
- By law, ONLY Campus Catering or those catering companies specifically approved to do so can furnish alcohol on-campus. This means that you cannot bring wine or champagne for a toast. If you want to do this, you will need to use an approved caterer.
- White wine and champagne only, no red wine is allowed.
- Non-campus approved caterers are not allowed. A current list of approved caterers can be found at <http://vpadmin.fullerton.edu/documents/auxiliaryservice/PreApprovedCaterers.pdf>

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