



USC Thornton

School of Music

Venue Menu

A guide to organizing and producing an off-campus recital

Dear Thornton Student,

Each year, the USC Thornton School of Music has many talented musicians playing recitals in fulfillment of their degree programs. Unfortunately, due to the limited recital space on campus, it is not always possible to provide a Thornton performance venue to everyone on the date they want most.

Performances on campus, however, are not the only opportunity open to you as a growing artist and as a growing member of the community. Choosing to have your recital off campus can be a valuable experience in many ways: benefiting you and bringing your art to the people in your community.

Los Angeles is a diverse and richly cultural place. Performing in a community venue allows you to share your music outside of USC. You will learn to organize, plan, and execute an artistic event off campus, and in doing so you will learn to connect and contract in the world outside of your education. This opportunity will show you the value of your education and your ability to affect the community and the world. With the right presentation, any music you choose can be enjoyed by people of all ages. Your performance could inspire the next generation to pursue a life or career more influenced by music. Keeping the arts alive in our communities will influence the tradition of music that we all love.

We hope you will enjoy the opportunity to make a difference in the community around you. Producing your own recital will be a rewarding accomplishment and a valuable learning experience.

Best of Luck,

Music Operations

USC Thornton School of Music

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Getting Started

Planning Your Recital

- Pick multiple dates and take them to your teacher before planning any further. This is especially important if your teacher's presence is a requirement for your degree progress.
- If you have additional people performing with you (an accompanist, etc.) check their schedules for availability.

Before you begin making calls to venues, you should know the answers to the following:

- What instruments do you need?
 - Do you need a piano for an accompanist?
 - Do you need any percussion instruments?
 - Do you need any amps, microphones, basic drum kits, or other equipment?
- How much space will your performance need on the stage?
- How many people are coming to your recital?
 - How many seats do you need available?
 - How much parking will you need?
 - Will there be a reception?
- Will there be food & drinks (and/or alcoholic beverages) at the recital?
- What is your price range for a recital?
 - If in a combo or chamber group, discuss how much you each want to pay.
- What does the venue need to have?
 - Do you need a PA system, or other audio equipment?
 - Do you need a projector and screen?
 - If you need one of the above and it is not available, can you rent it yourself?
 - Do you need ramp access to bring equipment in?
 - Are there elevators for guests?
- How many people will you need to help? For example, you may need someone to:
 - Hand out programs
 - Manage your stage / backstage
 - Manage lighting
 - Help guests find the entrance to the seating area
 - Turn pages
 - Record the concert (recording engineer)
- Do you have any personal preferences?
 - Should the recital area be decorated? If so, how much time do you need to decorate?
 - Should there be a usable curtain or backstage area?
 - Do you need a green room?
 - Does the green room need to be locked or guarded when unattended?

Be sure to pick several venues to check your desired availability. Don't plan that the first venue you find will be available, as the venue's schedule can be busy. Booking far in advance is highly recommended. Many venues will require at least one-month's notice and possibly more.

* When estimating a cost, bear in mind there may be extra costs, such as security/parking staff required on-site by the venue.

Making The Call

Remember: In putting on this recital, you are representing yourself, the Thornton School of Music, and USC. Be polite, professional, and prepared even before you pick up the phone. If necessary, make a list of questions you want to ask the representative of the venue and have it ready when you call.

What you should ask when calling for a recital venue...

- Be sure to get a cost estimate for both performance and rehearsal times; keep in mind time needed for arrival, warm-up, load-in, and load-out.
 - Ask if there are discounts for students, non-profit events, etc.
- If you need a piano, PA, mixer, etc. make sure to ask if they are available. There may be a fee for rental.
 - Ask how recently the piano has been tuned/what condition it is in. If it has not been tuned recently, ask whether they will be able to tune it, or if it is your responsibility to hire a piano tuner.
 - If you are recording, check to see if there is an in-house engineer or if they require you to use one of their approved engineers.
- Ask if they have a space for a reception (if applicable) and if they allow food/beverages.
 - Also, if you are planning to have alcohol, ask them if they allow it to be served.
- Be sure to schedule a walk through of the venue in order to:
 - Get an idea of the space
 - Test the acoustics
 - Check the piano and any other equipment you plan to use so that you know everything is in working order.
- If your venue requires liability insurance:
 - Check what policies and amounts are required. Take note of everything required, as you will need this information to get a quote for a day of coverage (*See the **Insurance** section*).

Venue Expectations

Remember there are many aspects to planning a complete recital. Planning ahead will help things run smoothly. Do not plan for the venue to provide items such as instruments, sound equipment, etc. If the equipment you desire is unavailable from the venue, you will need to provide it yourself. Before doing so, double check with the venue manager that what you bring is allowed in the venue. For example, some venues may not allow outdoor amplification, or may have time restrictions on amplified sound.

Recital Programs

You are also responsible for creating, printing, and distributing programs. You should not ask any venue to photocopy or print programs for you. Some theater venues may have box offices available at an additional cost. Be sure to follow the guidelines listed online to submit a program for your degree progress.

<http://music.usc.edu/students/student-recital-program-templates-and-guidelines/>

Rentals

Instrument Rentals

The following rental service vendors can help with your additional equipment needs. If you need instruments, a PA system, recording equipment, or a portable piano, one of these might be an option for you. Note: Some venues may have preferred rental service vendor.

Service Vendors:

- Auntie M, Creative Consultants
 - <http://www.auntiem.com>
- Guitar Center
 - <http://www.guitarcenter.com>
- LA Percussion Rentals
 - <http://www.lapercussionrentals.com/>
- Studio Instrument Rentals
 - <http://www.sir-usa.com>
- TimeWarp Music
 - <http://www.timewarpmusic.com>

Piano Tuning Contact

The contact information for professional piano technicians is below:

George Ashikyan	thepianoshoppe@yahoo.com
Moritaka Kina	mori_pianoguy@yahoo.co.jp
Jason Kane	caretaker2@earthlink.net
Enoch (Yinuo) Xu	enoch.hsu93@gmail.com

Music Technology Checkout

The music technology department provides technical equipment for checkout by Thornton students. For more information and general questions, please contact:

Email: mustech@thornton.usc.edu

Phone: (213) 821-5907

Insurance for Venue Rental

Some venues require general liability insurance to protect against injury, property damage, etc. during events. If this is the case, you will need to contact an insurance provider for day-rate insurance.

- Make sure you check the policy requirements of the venue so you can get an accurate quote for the insurance required.
- Contact several different insurance providers to get the best quote. For a list of example insurance providers, see below.
- Verify that the quote you purchase matches the requirements of the venue before you sign a contract.

Event-day insurance providers:

- 2 SPARTA (Recommended by LA Public Venues)
 - <https://www.2sparta.com/index.php>
- National Alliance of Special Event Planners, Inc.
 - <http://www.nasep.org/>
- Tycho Insurance Services
 - <http://www.insureaparty.com/>
- Basic West Insurance Agency
 - <http://www.sr22.net/special.html>

The Venues

Types of Venues

The list of performance venues represents a variety of spaces throughout Los Angeles to cater to many different types of recitals. They range from private concert and recital halls to bars, conference areas, public rental spaces, and even some outdoor areas.

Please take note that many spaces are not specifically built for recitals. For example, library conference rooms can be used, but may not be acoustically superb. They are included, however, because they provide different advantages. First, there are many locations throughout the Los Angeles area. Second, they may offer price breaks for students who wish to fit their educational criteria.

The venues listed are a good place to start, but don't let this list limit your options. Other libraries, churches, or performance spaces that you are more familiar with are also options. Don't hesitate to call a venue not listed and check if they would be willing to offer you a space to perform.

Recommendations

The following chart shows our recommendations based on recital type. The categories and orders correspond to the full information chart. The recital types are defined as follows:

- **Piano Recital:** These are venues with either a grand piano or a baby grand, ideal for piano recitals. All ✓ marks should have a grand piano, while ✓ denotes a baby grand.
- **Solo Instrument:** These venues are ideal for instrumentalists who are performing solo repertoire; includes basic, multipurpose venues.
- **Vocal Recital:** These are venues suitable to vocal recitals. All ✓ marks should have an on-site piano, while ✓ denotes that while the venue is quite suitable, a piano must be provided.
- **Small Ensemble:** These venues have enough room for a small instrumental ensemble, but do not necessarily include a piano.
- **Jazz/Pop Combo:** This category includes mostly bars or venues that suit a jazz or popular music combo. There is a PA system on site, but there may not be a piano available.
- **Large Jazz Ensemble:** These venues are venues that would best suit a large jazz band.
- **Organ Recitals:** This category consists only of churches. These venues have organs available for use.

Restaurants/Bars

Venue	Piano Recital	Solo Instrument Recital	Vocal Recital	Small Ensemble	Jazz / Pop Combo	Large Jazz Ensemble
Genghis Cohen		✓		✓	✓	
Ground Zero	✓	✓	✓	✓	✓	✓
The Comedy & Magic Club: Live at the Lounge					✓	
Molly Malone's					✓	✓
Room 5				✓	✓	✓
Tommy's Place		✓		✓	✓	✓
The E Spot Lounge					✓	✓

Concert / Recital Hall

Venue	Piano Recital	Solo Instrument Recital	Vocal Recital	Small Ensemble	Jazz / Pop Combo	Large Jazz Ensemble
Crossroads Arts School	✓	✓	✓	✓	✓	
Boston Court	✓	✓	✓	✓	✓	✓
Pasadena Conservatory	✓	✓	✓	✓	✓	

Open / Conference Room / Event Space

Venue		Piano Recital	Solo Instrument Recital	Vocal Recital	Small Ensemble	Jazz / Pop Combo	Large Jazz Ensemble
Annenberg Beach House	Garden Terrace	✓	✓	✓	✓		
	Terrace Lounge	✓	✓	✓	✓		
	Club Room	✓	✓	✓	✓		
	Veranda Rooms		✓		✓		
	Sand/Sea Room	✓	✓	✓	✓	✓	✓
Ascot Library			✓		✓		
Benjamin Franklin Library			✓		✓		
Cahuenga Library			✓		✓		
Canoga Park Library			✓		✓		
Chatsworth Library			✓		✓		
Chinatown Library			✓		✓		
Eagle Rock Library			✓		✓		
Echo Park Library			✓		✓		
First Unitarian Church of Los Angeles			✓	✓	✓		
Immanuel Presbyterian Church		✓	✓	✓	✓		
Pasadena Waldorf School		✓	✓	✓	✓		
USC Town & Gown Ballroom			✓		✓		
Tutor Campus Center			✓	✓	✓	✓	✓
University Gateway			✓		✓		

Outdoor Space

Venue		Piano Recital	Solo Instrument Recital	Vocal Recital	Small Ensemble	Jazz / Pop Combo	Large Jazz Ensemble	Organ Recitals
University Gateway	Outside Courtyard		✓		✓			
	Rooftop Balcony		✓		✓			





Sanctuary / Open Exhibit Hall

Venue		Piano Recital	Solo Instrument Recital	Vocal Recital	Small Ensemble	Jazz / Pop Combo	Large Jazz Ensemble	Organ Recitals
Angelica Lutheran Church		✓	✓	✓	✓			✓
Eagle Rock Community Center			✓		✓			
USC Fisher Museum of Art			✓	✓	✓			
Holman United Methodist Church	Sanctuary	✓	✓	✓	✓			
	Chapel	✓	✓	✓	✓	✓	✓	✓
Pasadena Presbyterian Church	Sanctuary	✓	✓	✓	✓			
	Chapel	✓	✓	✓	✓	✓	✓	✓
United University Church		✓	✓	✓	✓	✓	✓	✓
Los Angeles Theatre Center			✓	✓	✓	✓	✓	

Full Venue Information




The Venues are organized by type: **Bars, Concert/Recital Halls, Open/Conference Rooms, Outdoor, Sanctuary, and Theaters.** They are divided by type of space.

Restaurants/Bars


Venue	Space Information	Phone	Address	Contact	Capacity	Piano	Website	PA	Parking	Comments
Genghis Cohen	Small Stage w/ Table Seating	(323) 653- 0640	740 N. Fairfax Ave. Los Angeles, CA 90046	Jay Tinsky, (310) 463-0733 jaytinsky@comcast.net	50	No	http://www.genghiscohen.com	Yes	Small Lot	
Ground Zero Performance Cafe	Stage Area	(213) 740- 7394	615 Childs Way Los Angeles, CA 90007	gzpr@usc.edu	150-220	Yamaha C7	http://www.gzusc.com	Yes	University Parking	
The Comedy & Magic Club: Live at the Lounge	Dual Purpose Stage	(310) 372- 1193	1018 Hermosa Ave. Hermosa Beach, CA 90254	Talent Coordinator (310) 372-1193	90 (18+)	Grand Piano	http://comedyandmagicclub.com	Yes	Limited Parking on-site	For Booking Inquiries, submit a VHS or DVD 
Molly Malone's	Larger Stage	(323) 935- 1577	575 S. Fairfax Ave. Los Angeles, CA 90036	Jay Tinsky, jaytinsky@comcast.net	125 (21+)	Acoustic Piano	http://www.mollymalonesla.com/	Yes	Small Lot	For Booking Inquiries, submit electronic press kit/link to website 




Room 5	Small Stage	(323) 938- 2504	143 N. La Brea Ave., 2 nd Floor, Los Angeles, CA 90036	Joel Eckels Joelbooksroom5@gmail.com	60 (21+)	Upright Piano	http://room5la.com	Yes	Small Lot	For Booking Inquiries, submit link to music examples 
Tommy's Place	Stage	(213) 740- 6728	3607 Trousdale Parkway – TCC B-4 Los Angeles, CA 90089- 3102	tppprod@usc.edu	318	Yamaha N2 Digital Piano	http://tommysplaceusc.com	Yes	Campus Parking	Submit link to music examples 
The E Spot Lounge	Stage / Jazz Club	(818) 769- 0905	4349 Tujunga Ave, Studio City, CA 91604	Submit form online	125	Baby Grand	http://www.vitellorestaurant.com/calendar	Yes	Yes	Submit music examples 



Concert / Recital Hall

Venue	Space Information	Phone	Address	Contact	Capacity	Piano	Website	PA	Parking	Comments
Crossroads School for Arts and Sciences	Roth Concert Hall	(310) 829-7391	1714 21st St. Santa Monica, CA 90404	David Moffat, dmoftat@xrds.org	100	Two Steinway Grand Pianos	http://www.xrds.org/Page/About/Our-Campuses/Community-Use	Yes	Small Lot	
Boston Court	Theater	(626) 683-6883	70 N. Mentor Ave. Pasadena, CA 91106	music@bostoncourt.com	70	Small Grand, German	http://www.bostoncourt.com	Yes	On-site parking lot	Submit music examples 
Pasadena Conservatory	PCM Auditorium/ Barrett Hall	(626) 683-3355	100 N. Hill Ave. Pasadena, CA 91106	Amelia Firnstahl, afirnstahl@pasadenaconservatory.org	170/108	Mason and Hamlin BB/Steinway B	http://www.pasadenaconservatory.org	Full service audio visual (Barrett Hall only)	On-site parking	Multiple spaces on campus available for rental. 




Open / Conference Room / Event Space



Venue	Space Information	Phone	Address	Contact	Capacity	Piano	Website	PA	Parking	Comments
Annenberg Beach House	Garden Terrace Room	(310) 458-4904	415 Pacific Coast Hwy. Santa Monica, CA 90402	Submit online form	130	Must be rented	http://annenbergbeachhouse.com	No	On-site pre-paid parking	No amplification may be used outside. 
	Terrace Lounge				40					
	Club Room				40					
	Veranda Rooms				24	Pianos are prohibited				
	Sand/Sea Room				132	Must be rented				
Ascot Library	Small Conference Room	(323) 759-4817	120 W. Florence Ave. Los Angeles, CA 90003	Ellen Tanner, Senior Librarian	64	No	http://www.lapl.org/branches/	No	Small Lot	Need 30 days for all reservations. 4 hr minimum rental. Reserve online.
Benjamin Franklin Library	Small Conference Room	(323) 263-6901	2200 E. First St. Los Angeles, CA 90033	Connie Topete, Senior Librarian	60	No	http://www.lapl.org/branches/	No	Small Lot	Need 30 days for all reservations. 4 hr minimum rental. Reserve online.
Cahuenga Library	Small Conference Room	(323) 664-6418	4591 Santa Monica Blvd. Los Angeles, CA 90029	Florence L. Jacinto, Senior Librarian	80	No	http://www.lapl.org/branches/	No	20-25 Spots	Need 30 days for all reservations. 4 hr minimum rental. Reserve online.
Canoga Park Library	Small Conference Room	(818) 887-0320	20939 Sherman Way Canoga Park, CA 91303	Holly Rutan, Senior Librarian	77	No	http://www.lapl.org/branches/	No	30 Spots	Need 30 days for all reservations. 4 hr minimum rental. Reserve online.

Chatsworth Library	Small Conference Room	(818) 341-4276	21052 Devonshire St. Chatsworth, CA 91311	Janet Metzler, Senior Librarian	70	No	http://www.lapl.org/branches/	No	30 Spots	Need 30 days for all reservations. 4 hr minimum rental. Reserve online.
Chinatown Library	Small Conference Room	(213) 620-0925	639 N. Hill St. Los Angeles, CA 90012	Shan Liang, Senior Librarian	84	No	http://www.lapl.org/branches/	No	Limited	Need 30 days for all reservations. 4 hr minimum rental. Reserve online.
Eagle Rock Library	Small Conference Room	(323) 258-8078	5027 Caspar Ave. Los Angeles, CA 90041	Sonja Hannah, Senior Librarian	75	No	http://www.lapl.org/branches/	No	30 Spots	Need 30 days for all reservations. 4 hr minimum rental. Reserve online.
Echo Park Library	Small Conference Room	(213) 250-7808	1410 W. Temple St. Los Angeles, CA 90026	Victoria Sikora, Senior Librarian	80	No	http://www.lapl.org/branches/	No	Small Lot	Need 30 days for all reservations. 4 hr minimum rental. Reserve online.
First Unitarian Church of Los Angeles	Meeting Rooms/Halls/Auditorium	(213) 389-1356	2936 W. 8th St. Los Angeles, CA 90005	Sonia Trejo, Church Administrator	50-700	Upright Piano	http://uula.org	Not for Rental	On-site Parking	
Immanuel Presbyterian Church	Sanctuary/Halls/Meeting Rooms	(213) 389-3191	3300 Wilshire Blvd. Los Angeles, CA 90010	Hector Figueroa, Facilities hector@immanuelpres.org	50-200	Baby Grand	http://immanuelpres.org/en_US/	No	Small Lot	
Pasadena Waldorf School	Thin-carpet dance room	(626) 794-9564	209 E. Mariposa St. Altadena, CA 91001	Call for info.	70	Steinway Baby Grand	http://www.pasadenawaldorf.org	No	Parking Lot + Street Parking	

USC Town & Gown Ballroom	Grand Ballroom	(213) 740- 5956	665 Exposition Blvd Los Angeles, CA 90089	Submit online proposal	700+	No	http://hospitality.usc.edu/ dining_locations/town- gown/	Speaking only, rentable	Campus Parking	
USC Tutor Campus Center	Various Rooms	(213) 740- 6728	3607 Trousdale Parkway, Los Angeles, CA, 90089	Submit online form	Various	No	https://trojanevents.usc.ed u	Rental options	Campus Parking	Small sound system available 

Sanctuary / Open Exhibit Hall / Theater

Venue	Space Information	Phone	Address	Contact	Capacity	Piano	Website	PA	Parking	Comments
University Gateway	Outside courtyard	(855) 546-9242	3335 S. Figueroa St. Los Angeles, CA 90007	Fill out online form	50	No	http://www.livegw.com	No	Garage	Residents only. Fill out online facilities rental form. 
	Rooftop Balcony				30					
Angelica Lutheran Church	Sanctuary	(213) 382-6378	1345 S. Burlington Ave. Los Angeles, CA 90006	Call for Inquiries	400-500	Grand Piano	Call (213) 382-6378 for Inquiries.	Yes	Parking Lot	Organ available at this location. 
Center for the Arts Eagle Rock	Open Hall	(323) 561-3044	2225 Colorado Blvd. Los Angeles, CA 90041	rentals@cfaer.org	125	No	http://cfaer.org/facility-rental/	Rental Options	No	Only available on weekends. 
USC Fisher Museum of Art	Art Gallery (Open exhibition hall)	(213) 740-4561	823 Exposition Blvd. Los Angeles, CA 90089	fmoa@usc.edu	60	No	https://fisher.usc.edu/programs/students/recitals/	No	Campus Parking	Submit Online Recital Proposal Form 
Holman United Methodist Church	Large Sanctuary	(323) 731-7285	3320 West Adams Blvd. Los Angeles, CA 90018	David R. Sears David@DavidRSears.com	800	Yes	http://www.holmanumc.com	Yes	Parking Structure	Organ in sanctuary. Fill out form for rental inquires. 
	Chapel			Cc: Holman@holmanumc.com	70					

Pasadena Presbyterian Church	Sanctuary	(626) 793-2191	585 E. Colorado Blvd. Pasadena, CA 91101	Call for rental information	650	Yamaha C7	http://www.ppc.net	No	Parking Lot	<p>Organ: 112-rank Aeolian-Skinner pipe organ.</p> 
	Small Chapel				75	Baldwin 6' Grand				
United University Church	Sanctuary	(213) 748-0209	817 W. 34 th St. Los Angeles CA 90089	uucevents@gmail.com	200	Grand	http://www.uuc-la.org	No	Campus Parking	<p>Organ available.</p> 
Los Angeles Theatre Center	4 small-medium theaters	(213) 489-0994	514 S. Spring St. Los Angeles, CA 90013	Tyler Barton tyler@thelac.org	99/318/298/496	No	http://thelac.org	Yes	Metered	<p>Submit online rental request</p> 