

Name of Project: _____

(Please include a drawing of your Music Space. See guidelines at the end of this questionnaire.)

Music Space will be used by...

- ☐ K-12 Grade Levels: _____
- ☐ College
- ☐ Other _____

Budget available for your project? \$ _____

The issue of budget can be sensitive. We respect your decision to disclose or not to disclose the budget that you have available for your project. Please be assured that mediatechnologies has product lines to fit any budget/any taste. The disclosure of your available budget will help us to provide you with the most accurate layout and quote for your project.

Please help us understand how you plan to use your space...

- Is mobility and the ability to reconfigure your space(s) important? ☐ Yes ☐ No
- Are there architectural attributes (bulkhead, lighting fixtures, carpet design), not shown in your drawing, that will influence the design or arrangement of your storage cabinets/furniture?
☐ No ☐ Yes, describe briefly below

- Which Functional Spaces do you plan for your Music Space? How much SF do you plan for each?

- | | |
|---|--|
| <input type="checkbox"/> Music Room (Single general use) _____ | <input type="checkbox"/> Band Office _____ |
| <input type="checkbox"/> Music Storage (Supplies & Equipment) _____ | <input type="checkbox"/> Music Library _____ |
| <input type="checkbox"/> Staff Collaboration _____ | <input type="checkbox"/> Choral Office _____ |
| <input type="checkbox"/> Music/Band Room (Dedicated) _____ | <input type="checkbox"/> Choral Room _____ |
| <input type="checkbox"/> Music/Instrument Storage _____ | <input type="checkbox"/> Computer Keyboard Lab _____ |
| <input type="checkbox"/> Practice Rooms _____ | |

- For each Functional Space, how many of the following will your require? (We'll talk about storage separately)

Music Room - General Use

- ☐ Student Chairs
- ☐ Task Chairs
- ☐ Tables
- ☐ Instructor Desk
- ☐ Mobile Storage Cabinets
- ☐ White Boards

Staff Collaboration

- ☐ Tables
- ☐ Conference Tables
- ☐ Task Chairs
- ☐ Media Sharing Tables

Music/Band Room - Dedicated

- ☐ Student Chairs
- ☐ Task Chairs
- ☐ Tables
- ☐ Computer Tables
- ☐ Instructor Desk
- ☐ Mobile Storage Cabinets
- ☐ White Boards

Practice Rooms (each)

- ☐ Student Chairs

- ☐ This furniture should be Mobile where possible

Band Office

- ☐ Desk
- ☐ Task Chair
- ☐ Side Chairs
- ☐ Tables
- ☐ White Boards

Choral Office

- ☐ Desk
- ☐ Task Chair
- ☐ Side Chairs
- ☐ Tables
- ☐ White Boards

Choral Room

- ☐ Tables
- ☐ Instructor Desk
- ☐ Task Chair
- ☐ Mobile Storage Cabinets
- ☐ White Boards
- ☐ Computer Tables

Computer/Keyboard Lab

- ☐ Computer Tables
- ☐ Student Chairs
- ☐ White Boards

5. Try to estimate the quantity and type of your instrument inventory...

<input type="checkbox"/> Piccolo	<input type="checkbox"/> Recording Bass	<input type="checkbox"/> Concert Bass Drum 16" x 36"
<input type="checkbox"/> Flute	<input type="checkbox"/> Snare Drum 6-1/2" x 14"	<input type="checkbox"/> Concert Bass Drum 18" x 40"
<input type="checkbox"/> Oboe	<input type="checkbox"/> Snare Drum 8" x 14"	<input type="checkbox"/> Timpani
<input type="checkbox"/> English Horn	<input type="checkbox"/> Marching Snare Drum 12" x 15"	<input type="checkbox"/> Orchestra Bells
<input type="checkbox"/> E-flat Clarinet	<input type="checkbox"/> Field Drum 15" x 18"	<input type="checkbox"/> Chimes
<input type="checkbox"/> B-flat Clarinet	<input type="checkbox"/> Bass Drum 14" x 22"	<input type="checkbox"/> Marimba (under 58")
<input type="checkbox"/> 2 pc Alto Clarinet	<input type="checkbox"/> Bass Drum 14" x 24"	<input type="checkbox"/> Vibes (under 58")
<input type="checkbox"/> 1 pc Alto Clarinet	<input type="checkbox"/> Bass Drum 14" x 28"	<input type="checkbox"/> Xylophone (under 58")
<input type="checkbox"/> 2 pc Bass Clarinet	<input type="checkbox"/> Bass Drum 16" x 30"	<input type="checkbox"/> Uniforms
<input type="checkbox"/> 1 pc Bass Clarinet	<input type="checkbox"/> Bass Drum 16" x 32"	<input type="checkbox"/> Robes
<input type="checkbox"/> Contralto Clarinet	<input type="checkbox"/> Percussion/Bell Kit	<input type="checkbox"/> Hats
<input type="checkbox"/> Contrabass Clarinet	<input type="checkbox"/> Marching Trios	<input type="checkbox"/> Flags
<input type="checkbox"/> Bassoon	<input type="checkbox"/> Marching Quads	Other _____
<input type="checkbox"/> Contrabassoon	<input type="checkbox"/> Marching Quints	Other _____
<input type="checkbox"/> Soprano Saxophone	<input type="checkbox"/> Sousaphone	Other _____
<input type="checkbox"/> Alto Saxophone	<input type="checkbox"/> Marching Mellophone	Other _____
<input type="checkbox"/> Tenor Saxophone	<input type="checkbox"/> Marching Baritone	Other _____
<input type="checkbox"/> Baritone Saxophone	<input type="checkbox"/> Marching Trombone	
<input type="checkbox"/> Bass Saxophone	<input type="checkbox"/> Marching French Horn	
<input type="checkbox"/> Cornet	<input type="checkbox"/> Violin	
<input type="checkbox"/> Trumpet	<input type="checkbox"/> Viola	
<input type="checkbox"/> Flugelhorn	<input type="checkbox"/> Cello	
<input type="checkbox"/> French Horn	<input type="checkbox"/> String Bass	
<input type="checkbox"/> Trombone	<input type="checkbox"/> Acoustic Guitar	
<input type="checkbox"/> Bass Trombone	<input type="checkbox"/> Electric Guitar	
<input type="checkbox"/> Baritone Horn	<input type="checkbox"/> Bass Guitar	
<input type="checkbox"/> Mellophone	<input type="checkbox"/> Spanish Guitar	
<input type="checkbox"/> Euphonium	<input type="checkbox"/> Guitarron	
<input type="checkbox"/> Tuba	<input type="checkbox"/> Vihuela	
<input type="checkbox"/> Tuba (Upright Bell)		

6. Do you require folio storage? How many inches of music titles will you be storing? _____

7. Are there other types of media in the collection? ☐ No ☐ Yes, What kinds? _____

☐ Display Needs?

☐ Storage Only Needs? ☐ CD Qty _____ ☐ DVD Qty _____

8. Storage Cabinet Door preferences:

☐ Compartment Doors or ☐ Grille Doors

☐ Full Height Doors

9. For how many will seating be needed?

<input type="checkbox"/> Music Room	_____	<input type="checkbox"/> Band Office	_____
<input type="checkbox"/> Staff Collaboration	_____	<input type="checkbox"/> Choral Office	_____
<input type="checkbox"/> Band Room	_____	<input type="checkbox"/> Choral Room	_____
<input type="checkbox"/> Practice Rooms	_____	<input type="checkbox"/> Computer/Keyboard Lab	_____

Will table/chair heights be other than adult height (18")? ☐ Yes ☐ No

10. Computers:

Indicate on drawing where the power and data are located. Also indicate whether ceiling, floor or wall power entry points.

How many computers will there be? _____

☐ Desktop ☐ Laptop ☐ Tablet

☐ BYOD (Bring Your Own Device), describe interface _____

Please make sure power and data sources/outlets are indicated on your drawing.

Is the room wired...

☐ Single circuit ☐ Multi-circuit

Do you want the computers to plug into...

☐ The building ☐ The furniture

Special Computer needs/comments?

11. Is there anything else that we need to know?

Music Space Drawing Guidelines

A drawing of your existing or proposed music space will be a great help. While an electronic CAD file is ideal, even a simple sketch will help to answer many questions.

Please include:

- As many dimensions as you can
- Wall, Door and window locations including window heights and whether doors swing in or out
- Columns pilasters or other similar architectural elements
- Labels for special areas (Music Room, Storage, Band office, etc.)
- Conditions that would affect furniture placement such as electrical and data outlets, light switches, thermostats, fire alarms/fire extinguisher cabinets, etc.
- Any special conditions or traffic pattern requirements that wouldn't be obvious from the floor plan