



Associated Students, Inc.

Funding Request Form

2016-17

...For the Students, by the Students

- Necessary Documents:**
- Event Flyer w/ A.S.I. Logo
 - CSI Event Reg. Form
 - Estimates / Food Permits
 - Event Estimates / Invoices

Contact

Organization

Club/Organization: Statement Magazine
 Event Title: Statement Magazine Launch
 Date(s) of Event: 4/26/17 Quarter: Fall
 Location of Event: Golden Eagle Ballroom
 Expected Total Attendance: 150-200
 Expected Attendance of Cal State LA Students: 100

Event Description and Total Cost Breakdown

Briefly describe the event:

A dinner will be held for this year's release of our literary magazine issue. Winner's of this year's poetry and prose will be presented with a certificate from the Dean of the College of Arts and Letters. There will be an open mic after the presentations for all that were accepted into this year's issue.

Is the event open to all Cal State LA students?: Yes

How will this program enhance the Cal State LA experience?:

The goal of our club is to invite everyone to submit their works of prose, poetry and art to publish our annual magazine. This magazine not only represents Statement as a club but also Cal State Los Angeles' creative student body.

Hospitality

Description	Amount
Golden Eagle Catering	\$2,999.98

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount
Using Personal Printer	\$0.00

Other

Description	Amount

Event Summary

Total Cost of Event: \$2,999.98
 Amount Requested from A.S.I.: \$2,999.98
 Amount from other sources: \$0.00

For Office Use Only • Do Not Write Below

Important:

- (1) All Funding Request Forms must be turned in by 12 PM Monday, the week of the Finance Committee Meetings.
- (2) Additionally, funding request forms must be turned in no less than 10 business days (2 weeks) prior to the event.
- (3) Deadline for Request for Payment or Purchase Order (RPP) is 15 days after the event.

What other resources are you employing for this event?

N/A

All forms must have a Time Stamp and

staff initial:

STUDENT ORGANIZATION EVENT REGISTRATION FORM

 **COPY**



This form must be completed 10 working days prior to the event date. Reservations for on campus events will not be confirmed unless this form has been completed. No publicity may be distributed or posted on websites until this form has been submitted for on campus events or until the reservation confirmation process has been completed for on campus events. Signatures must be completed in blue or black ink.

NAME OF ORGANIZATION: Statement Magazine PHONE: 951-526-5929 DATE: 4 MAR 17
EVENT CONTACT NAME: Jacqlyn Lope EMAIL: JacqlynLope@gmail.com
NAME OF EVENT: Magazine Launch LOCATION: Golden Eagle Ballrooms 1&2
EVENT DATE: 26 APR 17 BEGIN TIME: 5:30pm END TIME: 8:00pm ESTIMATED ATTENDANCE: 200

TYPE OF ACTIVITY (THE UNIVERSITY'S GENERAL RELEASE WILL BE REQUIRED FOR CERTAIN EVENTS.)

- FUNDRAISER EDUCATIONAL PROGRAM SPIRITUAL PROGRAM RECREATIONAL PROGRAM
 DANCE/PARTY SOCIAL PROGRAM COMMUNITY SERVICE CONFERENCE/CONVENTION
 OTHER: yearly magazine launch for issue

WILL YOUR EVENT INCLUDE ANY OF THE FOLLOWING? (PLEASE CHECK ALL THAT APPLY)

- SPORTS ACTIVITY OR TOURNAMENT FOREST CLEAN-UP INTERNATIONAL TRAVEL
 BEACH CLEAN-UP INDOOR/OUTDOOR COOKING DOMESTIC TRAVEL
 BEACH BONFIRE

PLEASE DESCRIBE THE EVENT BELOW (INCLUDE ALL ACTIVITIES):

~~██████████~~ A dinner will be held for this year's release of our literary magazine issue. Winners of poetry and prose writing will be presented with their prize by the Dean of the College of Arts & Letters. There will be a open reading to all featured in this year's issue after winners are announced.

WHO IS INVITED (CHECK ALL THAT APPLY):

- STUDENT ORG. MEMBERS CAL STATE L.A. COMMUNITY OTHER COLLEGES & UNIV. GENERAL PUBLIC GUEST LIST

Events intended for the general Cal State L.A. campus will be listed in the Student Organization Calendar of Events distributed in a bi-weekly email by the Center for Student Involvement. NO, I DO NOT WISH FOR MY EVENT TO BE POSTED.

WILL THE EVENT HAVE AN ADMISSION CHARGE, REGISTRATION FEE, OR DONATION?

(If yes, please complete statement regarding cash transactions on the back of this form) NO YES, HOW MUCH?

WILL A MOVIE BE SHOWN? NO YES (If yes, please attach written proof of viewing rights.)

WILL THE EVENT HAVE SECURITY? NO YES If yes, please explain

WILL FOOD BE SERVED AT THE EVENT? NO YES

IF YES, WHO WILL PROVIDE THE FOOD? UNIVERSITY CATERING OTHER:

A completed food permit is required for all on-campus events with food unless the food is provided by University Catering.

WILL ALCOHOL BE PRESENT AT THE EVENT? NO YES. Please attach a completed request to serve alcoholic beverages. (This form may take up to two weeks for review and possible approval.)

WILL THE EVENT BE HELD IN A RESTAURANT/VENUE WHERE ALCOHOL IS AVAILABLE? NO YES Initials

If so, please inform organization members and guests will not consume alcohol.

WILL OFF-CAMPUS MEDIA BE NOTIFIED ABOUT THE EVENT (NEWSPAPER, TV, RADIO, ETC.)? NO YES

DOES THE STUDENT ORGANIZATION WANT TO PURCHASE SPECIAL EVENT INSURANCE FOR THIS EVENT? NO YES

Please be aware that student organization events are not covered for liability or other insurance by California State University, Los Angeles or the University-Student Union. Student organization officers or the advisor may be held personally liable. If the student organization would like to purchase Special Event Insurance for a particular event, please contact CSI.

STATEMENT REGARDING CASH TRANSACTIONS

As an officer of: Statement Magazine, a recognized student organization at California State University, Los Angeles, I affirm that all funds raised by this organization or assets assigned to this organization will be used solely for the benefit of the organization as a whole. Further, it is affirmed that no funds or assets of this organization will accrue to the benefit of any officer or member, or any private person.

Describe the fundraiser (including how the fundraiser or donation process will work, items to be sold, prize(s), etc):

N/A

PRESIDENT: _____ SIGNATURE: _____ DATE: _____

TREASURER: _____ SIGNATURE: _____ DATE: _____

EVENT GUIDELINES

The following guidelines are provided for the benefit of the student organization. They are intended to be followed completely. Failure to comply with any of the following guidelines may result in disciplinary action taken against the organization including suspension of recognition, events and use of facilities.

CONDUCT: The organization assumes full responsibility for the conduct of participants at the event. Any violation of University policy may subject the participants and/or the organization to disciplinary action by the Center for Student Involvement or Judicial Affairs.

ALCOHOL: Any event that involves consumption of alcoholic beverages requires authorization from the University. Your organization must complete a Request to Serve Alcoholic Beverages form available in the Center for Student Involvement. Please allow at least 3 weeks for this form to be reviewed by the University.

PUBLICITY: All publicity material including banners, brochures, announcements, etc. must have the name of the sponsoring group and the following statement: "The actions and opinions of this organization do not necessarily reflect those of the students, staff, faculty, or administration of Cal State L.A."

MY SIGNATURE BELOW INDICATES THAT I WILL TAKE RESPONSIBILITY TO ENSURE THAT THE EVENT WHICH MY ORGANIZATION IS SPONSORING WILL FOLLOW ALL GUIDELINES SET FORTH BY THE UNIVERSITY.

STUDENT ORG. OFFICER'S NAME: Jacalyn Cope SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY): [Signature] DATE: 4 MAR 17
ADVISOR'S NAME: Mary Bush SIGNATURE: [Signature] DATE: March 13, 2017

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) SIGNATURE: [Signature] DATE: 3/17
CSI VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY

CENTER FOR STUDENT INVOLVEMENT DIRECTOR: _____

GENERAL RELEASE REQUIRED FOR ALL PARTICIPANTS? NO YES DATE REQUIRED: _____

NOTIFICATIONS:

PUBLIC AFFAIRS DATE: _____ ATHLETICS DATE: _____
 DEPT. OF PUBLIC SAFETY DATE: _____ FACILITIES USE COORDINATOR DATE: _____

NOTES OR UPDATES:

Statement
Magazine Launch
2017

Golden Eagle
Ballroom

26 April
5:45pm-8:00pm



ASI

...For the Students, by the Students!

Statement ²⁰¹⁷ /~~2016~~

a creative and critical expression of California State University, Los Angeles since 1950.

Launch Reception

wednesday, April 26

~~Thursday / May 19~~

Golden Eagle Ballroom

Buffet and Social /5:45 pm

Program Begins /6:30 pm

Join us for a celebration awarding student writing and art

For more information, visit us at:

<http://www.calstatela.edu/academic/english/sthome.php>
<http://www.calstatela.edu/statementonline>

For any further questions:

Contact the English Department at 323-343-4140

Sponsored by:

Department of English, College of Arts and Letters, Center for Contemporary Poetry and Poetics
Statement Unbound Literary Society, and Associated Students, Inc.





Golden
Eagle
Hospitality

California State University, Los Angeles
5151 State University Drive, Los Angeles, CA 90032
Phone: (323) 343-6770 - Fax: (323) 343-6771
Banquet Event Order

BEO # E28601
Event Date: 4/26/2017 Wednesday

Client/Organization Statement Magazine		Event Date 4/26/2017 (Wed)	Booking Contact Jacqlyn Cope	Event # E28601
Address 8110-05 E&T A604		City, St/Prov Postal Los Angeles, CA 90032	Booking Tel () -	Guests 100 (Act)
Party Name Statement Magazine	Sales Rep Amy Miers	Theme Banquet	Category	

Venue

Description	Type	Start	End	Banquet Room	Setup Style
		5:45 pm	9:00 pm	Ballrm 2-3	Theater

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Subtotal	0.00	Paid	0.00
Tax	0.00	Balance	0.00
Service Charge	0.00		
Total Value	0.00		

By signing this document, you are authorizing UAS to deduct payment from the above charge account once service is rendered. This Banquet Event Order is invalid unless signed and returned along with a check or purchase order to the Golden Eagle Hospitality Office. Missing catering equipment is the responsibility of the Authorized Signee. A 17% Service Fee and 9.00% Sales Tax will be Charged where applicable. 72 Hours Guest Count Confirmation and Cancellation Notice Needed.

Authorized Signature & Date: _____

GEH Signature & Date: _____



Golden
Eagle
Hospitality

California State University, Los Angeles
5151 State University Drive, Los Angeles, CA 90032
Phone: (323) 343-6770 - Fax: (323) 343-6771
Banquet Event Order

BEO # E29208
Event Date: 4/26/2017 Wednesday

Client/Organization Statement Magazine	Event Date 4/26/2017 (Wed)	Booking Contact Jacqlyn Cope	Event # E29208
Address 8110-05 E&T A604		City, St/Prov Postal Los Angeles, CA 90032	Booking Tel () - Guests 150 (Act)
Party Name Statement Magazine	Sales Rep Amanda Tapia	Theme Banquet	Category

Venue

Description	Type	Start	End	Banquet Room	Setup Style
		5:45 pm	9:00 pm	Ballrm 1-2	Banquet 10

Setup Notes

Food & Beverage

Food/Service Items	Unit	Price	Total
Setup in GE Ballrooms 1-2			
Food Station *5:45PM**			
(150) Special Menu Buffet	Guest(s)	14.16	2,124.00
Black Disposables			
-Green Salad with Ranch and Italian Dressing			
-Sliced Roasted Turkey Breast with Gravy			
-Baked Macaroni and Cheese			
-Fresh buttered Green Beans			
-Dinner Rols with butter			
-Cranberry Juice & Water Service			
To be served at 7:30pm			
Set on BR 1 West Wall			
(3) -Fresh-Brewed Coffee	Gallon(s)	18.00	54.00
(2) -Hot Water with Assorted Teas	Gallon(s)	11.90	23.80
(1) -Red Velvet Cake (1/2 Sheet): W/ PHOTO (AMANDA HAS PHOTO)	Each	55.00	55.00
(1) -Spice Cake with Vanilla Frosting (1/2 Sheet) to read "Congratulations Statement 2016"	Each	55.00	55.00
-Water Service			

Equipment/Miscellaneous

Food/Service Items	Unit	Price	Total
(1) Registration Table with 2 Chairs (outside Ballroom 3, Parallel to the door)	Each		
(1) Table at the Opening of Panel (for Magazines)	Each		
(1) Check-in Table with 2 Chairs- set outside	Each		
Ballroom Setup Theatre Style for 200 People (set in BR1)			
(1) Stage	Each		
(1) Av Cart, Projector and Screen-South Wall	Each	50.00	50.00
(1) Podium and Microphone	Each		
(1) Registration Table with White Linen and Black Skirting (for PROMO Materials)	Each		
(3) Easels	Each		
(1) Food and Drink Station setup on North Wall	Each		
(8) Scattered Cocktail Tables with IVORY Linen	Each		
(1) 7ft Table with Linen & Skirting (FOR MATERIALS)			

Authorized Signature & Date: _____

GEH Signature & Date: _____

(THROUGHOUT the Event)

Notes

Food to be sent out at 05:45 PM
 FOOD TAKE DOWN: 6:45PM
 Desert and Coffee stations to be set out at 07:45 PM
 Please separate Food and Drinks Stations
 1-Food Station
 1-Drinks Station

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	2,311.80	0.00	0.00	50.00	0.00	0.00	0.00	2,361.80
Service Charge	393.01	0.00	0.00	8.50	0.00	0.00	0.00	401.51
Taxes	236.67	0.00	0.00	0.00	0.00	0.00	0.00	236.67
Total	2,941.48	0.00	0.00	58.50	0.00	0.00	0.00	2,999.98

Subtotal	2,361.80	Paid	0.00
Tax	236.67	Balance	2,999.98
Service Charge	401.51		
Total Value	2,999.98		

By signing this document, you are authorizing UAS to deduct payment from the above charge account once service is rendered. This Banquet Event Order is invalid unless signed and returned along with a check or purchase order to the Golden Eagle Hospitality Office. Missing catering equipment is the responsibility of the Authorized Signee. A 17% Service Fee and 8.75% Sales Tax will be Charged where applicable. 72 Hours Guest Count Confirmation and Cancellation Notice Needed.

Authorized Signature & Date: _____

GEH Signature & Date: _____