



Associated Students, Inc.

Funding Request Form

2017-18

"...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

Officer Name: _____
 Officer Title: _____
 Address: _____
 City/State/Zip: _____
 Phone & Email: _____
 Officer Signature: _____

Organization

Club/Organization: Gravitas Animation Society
 Event Title: 9th Annual Student Animation Senior Showcase
 Date(s) of Event: 5/11/18 Semester Spring
 Location of Event: University-Student Union
 Expected Total Attendance: _____ 70
 Expected Attendance of Cal State LA Students: _____ 65

Event Description and Total Cost Breakdown

Briefly describe the event:

We will be celebrating graduating seniors from the animation program by showcasing their Capstone films. Family and friends are welcome to this free event. Industry professionals are also invited to grant students the opportunity to build career connections.

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

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

This special annual event is to support the arts at Cal State LA. It strengthens the animation community on campus by inspiring a higher standard of animation and offering a space to celebrate one another.

Hospitality

Description	Amount
UAS Catering	\$1,461.14

Honoraria/Contracts

Description	Amount
Student photographer	\$100.00

Marketing

Description	Amount
Programs	\$74.40
Posters	\$20.10
Tickets	\$32.64
6' Table Throw	\$155.00

Other

Description	Amount
CDs for showcase DVDs	\$29.98
DVD cases, labels, and inserts	\$144.94
Ink cartridge	\$78.90

Event Summary

Total Cost of Event:	\$2,097.10
Amount Requested from A.S.I.:	\$2,097.10
Amount from other sources:	\$380.00

What other resources are you employing for this event?

We have funds from our bank account associated with the University-Student Union.

For Office Use Only • Do Not Write Below

Important:

- (1) All Funding Request Forms must be turned in by 12 PM Friday, the week before the Funding Sub-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.

All forms must have a Time Stamp and

staff initial: AM updated



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Necessary Documents:

- Event Flyer w/ A.S.I. Logo
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- Estimates / Food Permits
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Contact

Officer Name: _____
 Officer Title: _____
 Address: _____
 City/State/Zip: _____
 Phone & Email: _____
 Officer Signature: _____

Organization

Club/Organization: Gravitas Animation Society
 Event Title: 9th Annual Student Animation Senior Showcase
 Date(s) of Event: 5/11/18 Semester Select One Spring
 Location of Event: University-Student Union
 Expected Total Attendance: _____ 80
 Expected Attendance of Cal State LA Students: _____ 60

Event Description and Total Cost Breakdown

Briefly describe the event:

We will be celebrating graduating seniors from the animation program by showcasing their Capstone films. Family and friends are welcome to this free event. Industry professionals are invited to grant students the opportunity in building career connections.

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

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

This special annual event is to support the arts at Cal State LA. It strengthens the animation community on campus by inspiring a higher standard of animation and offering a space to celebrate one another.

Hospitality

Description	Amount
UAS Catering	\$2,483.72

Honoraria/Contracts

Description	Amount
Student photographer	\$100.00

Marketing

Description	Amount
Programs	\$74.00
Posters	\$20.10
Tickets	\$32.64
T-shirts	\$685.50

Other

Description	Amount
CDs for showcase DVDs	\$29.98
DVD cases, labels, and inserts	\$125.95
Ink cartridge	\$78.90

Event Summary

Total Cost of Event: \$3,630.79
 Amount Requested from A.S.I.: \$3,496.79
 Amount from other sources: \$134.00

For Office Use Only • Do Not Write Below

Important:

- (1) All Funding Request Forms must be turned in by 12 PM Friday, the week before the Funding Sub-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?

We can use \$200 of the funds from our bank account associated with the University-Student Union in order to pay for the remainder of the T-shirts cost.

All forms must have a Time Stamp and

staff initial:

'18 APR 20 PM 10:58:44

Update to date & time

RECEIVED FEB 12 2018

11:51 am JP
1:04: PM JP

RECEIVED FEB 9 2018

UPDATE COMPLETED



STUDENT ORGANIZATION EVENT REGISTRATION FORM

This form must be completed 10 business 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 online until this form has been submitted for off 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: Gravitas Animation Society PHONE: [REDACTED] DATE: 2/2/18
 EVENT CONTACT NAME: [REDACTED] EMAIL: [REDACTED]
 NAME OF EVENT: Gravitas Ninth Annual Senior Showcase LOCATION: U-SU Theater & LA rooms
 (1pm-4pm) ABC (11am-1:30pm)
 EVENT DATE: 5/11/18 BEGIN TIME: 11am END TIME: 4pm ESTIMATED ATTENDANCE: 200

TYPE OF ACTIVITY (THE UNIVERSITY'S GENERAL RELEASE WILL BE REQUIRED FOR CERTAIN EVENTS.)
 BENEFITS TO PROCEED EDUCATIONAL PROGRAM SPIRITUAL PROGRAM RECREATIONAL PROGRAM
 DANCE/PARTY SOCIAL PROGRAM COMMUNITY SERVICE CONFERENCE/CONVENTION
 OTHER: _____

Update to date & time

DOES YOUR EVENT INCLUDE ANY OF THE FOLLOWING? (PLEASE CHECK ALL THAT APPLY)
 SPORTS ACTIVITY OR COMPETITION FOREST/PARK CLEAN-UP INTERNATIONAL TRAVEL
 BEACH CLEAN-UP INDOOR/OUTDOOR COOKING DOMESTIC TRAVEL
 BEACH BONFIRE

EASE DESCRIBE THE EVENT BELOW (INCLUDE ALL ACTIVITIES):
 In celebration of the Art Department's Animation students, here at Cal State LA, senior-year students and animation Alumni will be ^{providing} presenting their ~~capstone~~ short-film capstone projects. Meet and greet begins at 5pm. An after party will be held following the screening until 10pm. The meet & greet and the after party will be in the LA rooms, while the screening will be in the theater.
 WHO IS INVITED (CHECK ALL THAT APPLY):
 STUDENT ORG. MEMBERS CAL STATE LA COMMUNITY OTHER COLLEGES & UNIV. GENERAL PUBLIC GUEST LIST

Events intended for the general Cal State LA 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, PARTICIPATION FEE, OR RAISE ANY PROCEEDS TO BENEFIT THE ORGANIZATION? (If yes, please complete statement regarding proceeds to benefit transactions on the back of this form) NO YES

WILL A MOVIE BE SHOWN? NO YES (If yes, please attach written proof of viewing rights.) Student films will be shown
 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 _____ PLEASE LIST 2 TIPS TRAINED MEMB _____
 If so, please affirm organization members and guests will not consume alcohol.

WILL OFF-CAMPUS MEDIA BE NOTIFIED ABOUT THE EVENT (NEWSPAPER, TV, RADIO, ETC.)? NO YES PROVIDE WHO WILL BE INVITED ON PAGE 2

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

STATEMENT REGARDING PROCEEDS TO BENEFIT TRANSACTIONS

As officers of this recognized student organization at Cal State LA, we affirm that all proceeds raised or assets assigned will be used solely for the benefit of the organization as a whole. Further, it is affirmed that no proceeds or assets of this organizations will accrue to the benefit of any officer, member, or any private person. We also affirm that all proceeds transactions for this event will comply with all University policies and procedures including but not limited to ICSUAM Policy 3141.01 and the Cal State LA Student Organization Funds Administration Policy. Describe the admission charge, registration, participation fee, or any proceeds that will be raised to benefit the organization. Please include how much the organization will be charging for any of these proceeds.

Selling DVD'S and merch Profit goes back to org
DVD: 10\$ T-shirts: \$20
Blue T-shirt: 20\$

PRESIDENT: [Redacted]
 TREASURER: [Redacted]

SIGNATURE: *[Signature]* DATE: *2/6/18*
 SIGNATURE: *[Signature]* DATE: *2/6/18*

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. More information can be found online in the Student Organization Handbook.

- 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 Student Conduct.
- ALCOHOL:** In accordance with Administrative Procedure 019 - Alcoholic Beverages, any event (on or off campus) that involves the consumption of alcoholic beverages requires authorization from the University. Your organization must complete and submit a Request to Serve Alcoholic Beverages form in addition to this Event Registration Form. Please allow at least 3 weeks for this form to be reviewed by the University. Approved alcohol consumption events and events held where alcohol is available (but will not be consumed) require at least two TiPS certified members to be in attendance of the entire event. Additional guidelines may be enforced.
- PUBLICITY:** All publicity material 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 LA."
- GENERAL RELEASE:** If your event will require the use of general release waivers prior to organization member and guest participation, your organization is required to comply with all instructions provided by CSI, including submitting all completed forms and requested documents.

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. I ACKNOWLEDGE THAT THIS EVENT AND ANY ASSOCIATED EVENT SPACE RESERVATIONS MAY BE SUBJECT TO CANCELLATION BASED ON MY ORGANIZATION'S RECOGNITION STATUS.

STUDENT ORG. OFFICER'S NAME: [Redacted] SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY): *[Signature]* DATE: *2/2/18*
 ADVISOR'S NAME: [Redacted] SIGNATURE: *[Signature]* DATE: *2/5/18*

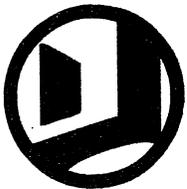
ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU-204) SIGNATURE: *[Signature]* DATE: *2/8/18*
 CSI VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY
 ASSISTANT DEAN OF STUDENTS, WELLNESS & ENGAGEMENT
 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:
- Incident written proof of many rights due prior to event date for and student charging/stony their firm - update to time of event
update time + date (CB)

RECEIVED FEB 12 2018

11:51 am JP



CALIFORNIA STATE UNIVERSITY, LOS ANGELES
UNIVERSITY STUDENT UNION

MEETING ROOM REQUEST FORM

CALIFORNIA STATE UNIVERSITY, LOS ANGELES
5154 State University Drive, Rm # 107
Los Angeles, CA 90032-8636
Phone: (323) 343-2465 Fax (323) 343-2454

Type of Sponsor: Recognized Club/Org Cal State LA Department Off-Campus Other

Organization Name: Gravitas Animation Society Reservation Contact: _____

Phone Number: _____ Email: _____

Date of Event*: 5/11/18 Title of Event: Senior Showcase

Access Start Time: 1pm Event Start Time: 2:00pm Event End Time: 4pm Access End time: 4:30pm

Event Contact: _____ Phone Number: _____

Faculty/Staff Advisors Name: _____ Extension: _____

If you represent an off campus organization, please provide your billing address:

Street Address: _____ City/State/Zip Code: _____

SPECIAL EVENT INSURANCE CAN BE PROVIDED: Yes If YES, sponsor must name the University-Student Union, the State of California, the Trustee of the California State University, the California State University, Los Angeles, and their officers, agents, employees and volunteers as additional insured. The general liability limit must be of no less than one million dollars (\$1,000,000).
No If NO, sponsor will be required to complete Event Insurance Assessment Form (Schedule B).

VENT INFORMATION

Please check YES or NO to the following statements regarding event details:

Registration, admission fees, or donations are being accepted: YES NO If so, please specify amount: \$ _____

There will be guest participants that are 51% from off-campus: YES NO

There will be vendors fair or exhibitors as part of this event: YES NO

Alcohol will be served: YES NO If so, an approved request to serve Alcoholic Beverages form must be submitted.

Food will be served: YES NO If so, who is providing? UAS

This event is directly related to the educational mission of the University: YES NO

This event is sponsored or promoted by a non-University or off-campus organization: YES NO

This event is a profit-making venture (i.e. product show, or solicitation of goods or services): YES NO

Decorations, banners, or signs will be displayed: YES NO If yes, please describe: signs directing guests and club name

The media will be notified about the event (newspapers, television, radio stations etc.): YES NO

A movie/film/documentary will be shown at this event: YES NO

This event is co-sponsored by the University-Student Union: YES NO If so, specify: CCC CSI Other: ASI

VENT LOCATION ** Indicates Multi-Media Room (See back for details)

- U-SU Theatre 106**
- Boardroom South 303A
- Boardroom North 303B**
- Boardroom North & South 303**
- Alhambra Room 305**
- Pasadena Room 307
- Los Angeles Room 308ABC**
- Los Angeles Room 308BC**
- Los Angeles Room 308A**
- Los Angeles Room 308B**
- Los Angeles Room 308C**
- Montebello Room 309
- El Monte Room 311
- San Gabriel Room 313**

PREFERRED ROOM SET UP

- Theatre Style
- Conference Style
- Banquet Style
- Classroom Style
- Reception Style
- Discussion Circle
- Expected Attendance Setup Count: 200
- Specialized (For specialized setups, sponsors will need to meet with a coordinator for more details.)

ADDITIONAL EQUIPMENT - For additional details such as panels, food tables, information tables, easels, please provide more information below.

Dry/Erase Markers Riser Staging Easel (up to 4) _____ Tables _____ Chairs _____ Cocktail Tables _____

NOTES : _____
Requestor's Signature: _____ Date: 2/9/18
Before you sign, please review your information at the front/back of this page to ensure accuracy.



INGRAVITAS
ANIMATION SOCIETY

ASI ASSOCIATED STUDENTS, INC.
THE ACTIVITIES AND OPINIONS EXPRESSED ARE NOT
NECESSARILY THOSE OF ASSOCIATED STUDENTS, INC.

Information and Event Services
5154 State University Drive
Room 107
Los Angeles CA 90032
323.343.2465 / 323.343.2454

Called
03/2 -JP

Reservation Confirmation

Sponsor

██████████
Gravitas Animation Society
5154 State University Drive
Los Angeles, CA 90032

Reservation: 11974

Event Name: Senior Showcase
Status: Confirmed
Phone: ██████████
Email Address: ██████████
Event Contact: ██████████
Phone: ██████████

Bookings / Details

Quantity

Payment (via cash, check, or purchase order) is required at least ten (10) business days before the event date. Please make checks payable to the University-Student Union at CSULA.

Reservations are tentative until all applicable fees have been paid. Failure to submit payment by the deadline specified above can result in the cancellation of the reservation.

Met with Event Services: _____

Met with Media Services: _____

Food Permit

For events not catered by UAS-Food Services (GEH), an approved Temporary Food Permit is required.
For events catered by UAS-Food Services, please provide a copy of the Banquet Event Order (BEO) provided to you.

Friday, May 11, 2018

9:00 AM - 1:30 PM Senior Showcase (Confirmed) U-SU Los Angeles Room ABC - 308ABC

Reserved: 8:30 AM - 2:00 PM

Banquet for 172

Room Charge: 1

Event Services:

Los Angeles Room Chairs 172

Los Angeles Room Round Table - 66" 17

30 inch Interior Table 1

Event Services Setup Notes:

place (1) 6x30 table and (2) chairs outside of LA C for check in.

Media Services - Conference:

Multimedia Podium - Los Angeles ABC (MPLB) 1

Music Playback: i-pod

Music Playback: CD

DVD/VHS Presentation: DVD Playback

Screen Options: Screens A B C

Laptop Display Adapters: MAC-Mini DisplayPort

Laptop Presentation: VGA Video Connection

Laptop Presentation: 3.5 mm Sound Connection

Lectern Microphone: Podium Mic

Wireless Microphones: Wireless Hand-held Microphone: A

Bookings / Details

Quantity

1:00 PM - 4:30 PM Senior Showcase (Confirmed) U-SU U-SU Theater - 106

Reserved: 12:30 PM - 5:00 PM

Theater for 192

Room Charge: 1

Media Services - Theater:

HD Cinema Package 1

*Wireless Microphones: Shure Handheld Wireless Mic 1**Wireless Microphones: Shure Handheld Wireless Mic 2**Wireless Microphones: Shure Handheld Wireless Mic 3**Wireless Microphones: Shure Handheld Wireless Mic 4**Wireless Microphones: Shure Handheld Wireless Mic 5**Movie Sound Playback: Basic Stereo**Podium with Goose-Neck Microphone: Theater Podium**Movie Playback: Blu-ray**Movie Playback: DVD**HD Video Projector*

After Screening - Please place (2) 6x16" tables on stage (4) chairs each with (5) wireless mics and table mic stands. Please provide access to Ticket Booth.

GENERAL STATEMENT AND GUIDELINES

- Scheduling of all University-Student Union (U-SU) facilities and equipment is arranged through the Information and Event Services Office.
- All functions scheduled for use in the U-SU are subject to the approval by the Union Executive Director or designee.
- The Information & Event Services Office schedules space on a first-come, first-serve basis.
- The Information and Event Services Office reserves the right to:
 - Reassign facilities in order to maximize efficient and effective use of its facilities.
 - Cancel an event or modify the extent of services provided in the event of utility interruptions, campus emergencies, and threat of imminent danger or natural disasters.

The Information and Event Services Office will make an effort to notify the sponsor if reassignment is necessary.

CONDUCT AND RESPONSIBILITY OF SPONSORS

- Event sponsors are defined as U-SU Board of Directors, Administration, Programs and Tenants, ASI, CSULA Divisions, Departments and Offices, registered CSULA Student Organizations and off-campus groups or individuals.
- Applicable fees may apply and are dependent on the scope of any event.
- Sponsors using U-SU facilities must restore them to original condition.
- Sponsors reserving space in the U-SU are responsible for the behavior of their guests and members.
- Student Organizations must be in good standing and officially recognized by the U-SU Center for Student Involvement. Failure to do so by the established deadline date, will automatically void all reservation privileges and all standing reservations will be canceled.
- No sponsor of any type may reserve space on behalf of another sponsor, group, or individual. Sponsors violating this policy may be subject to applicable rate charges and/or suspension of facility reservation privileges.
- It is agreed that any charges arising from the use of the U-SU facilities will be billed to the organization or individual indicated on the reservation confirmation, and will remain the obligation of the individual until paid. This will include any theft or property damage occurring from the use of the facility under the provisions of this agreement.
- Sponsors using the U-SU facilities must have their reservation confirmation in his or her possession at the time of occupancy and present, upon request, as evidence that proper arrangements for occupancy have been made. *The sponsor reserving the space must be the primary organizer of the event and must be present at the event to assist in event management and coordination.*
- Event details, including changes in set-up, equipment and staffing, must be finalized no later than two (2) business days prior to the event date or will be subject to late fees to cover costs for unscheduled labor.
- All sponsors must ensure that food and beverage items must be picked up and properly disposed. Direct cleaning expenses may be billed to the sponsor at the discretion of the on duty Building Manager if excessive cleaning of the room(s) is required above and beyond the normal cleaning conducted.
- The U-SU strongly encourages sponsors to obtain insurance, and may, at its sole discretion, require that insurance be provided for certain events.



Golden
Eagle
Hospitality

for: Event # E32806
on: Friday, May 11, 2018

Client/Organization GRA VITAS - Animation Society		Event Date 5/11/2018 (Fri)	Booking Contact [REDACTED]	Event # E32806
Address 5151 State University Drive		City, St/Prov Postal Los Angeles, CA 90032	Booking Tel [REDACTED]	Guests 70 (Act)
Party Name Senior Showcase	Sales Rep Amanda Tapia	Theme	Category	

Venue

Description	Type	Start	End	Banquet Room	Setup Style		
		10:45 am	4:00 pm	Student Union	Delivery		
Food & Beverage				Equipment/Miscellaneous			
Food/Service Items	Unit	Price	Total	Food/Service Items	Unit	Price	Total
Delivery to the Los Angeles Room for 11:00am				(10) House BLACK Linen	Each	15.00	150.00
(70) Disposables	Each	0.15	10.50				
(70) Special Menu	Guest(s)						
(1) Large - Mixed Green Salad with Ranch Dressing	Bowl(s)	85.00	85.00				
(3) Full Pans-Meatballs w/ Marinara (Aluminum Pan) (30-32pp)	Each	115.00	345.00				
(3) Full Pans-Pesto Cream Penne Pasta (Aluminum Pan) (30-32pp)	Each	90.00	270.00				
(2) Full Pans-Sauteed Vegetables (Aluminum Pan) (30-32pp)	Each	90.00	180.00				
(2) Chocolate-Dipped Strawberries	Dozen(s)	20.00	40.00				
(3) Pink Lemonade	Gallon(s)	15.00	45.00				
Water Service							
Delivery outside USU-Theater at 3:00pm (Take Down-4:30pm)							
(60) Disposables Cups	Each	0.05	3.00				
(1) -Water Station (3 Gallons)	Each	25.00	25.00				

Notes

\$1,864.04 Budget - Getting ASI Funding

Authorized Signature & Date: _____
(Please sign & date all pages)

E32806 - GRAVITAS - Animation Society

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	975.50	28.00	0.00	150.00	0.00	0.00	0.00	1,153.50
Service Charge	165.84	4.76	0.00	25.50	0.00	0.00	0.00	196.10
Taxes	108.43	3.11	0.00	0.00	0.00	0.00	0.00	111.54
Total	1,249.77	35.87	0.00	175.50	0.00	0.00	0.00	1,461.14

Subtotal	1,153.50	Paid	0.00	
Tax	111.54	Balance	1,461.14	
Service Charge	196.10			
Total Value	1,461.14			

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 9.5% Sales Tax will be Charged where applicable. 72 Hours Guest Count Confirmation and Cancellation Notice Needed.

Authorized Signature & Date: _____
 (Please sign & date all pages)

Mandatory items			
	Price per item	Quantity	Totals
Disc Labels (Office Depot)	\$23.99	1	\$23.99
DVDs	\$13.99	1	\$13.99
Blu-rays	\$15.99	1	\$15.99
Label Kit	\$38.99	1	\$38.99
DVD Inserts	\$21.99	2	\$43.98
DVD Cases	\$18.99	2	\$37.98
Ink cartridge	\$78.90	1	\$78.90
Program prints	\$0.93	80	\$74.40
Advertising poster prints	\$0.67	30	\$20.10
6' Table throw \$99 to \$155.00	\$155	1	\$155.00
Ticket prints	\$0.51	64	\$32.64
Student Photographer	\$100.00	1	\$100.00
Catering			\$1,461.14
Total needed:			\$2,097.10

Already Spent	
Animation Option Visiting Artist Series: Angela Stempel	\$150.00
Animation Option Visiting Artist Series: Nick Sumida	\$150.00
Animation Option Visiting Artist Series: Lamar Abrams	\$150.00
Animation Option Visiting Artist Series: Kirsten Lepore	\$150.00
Total:	\$600.00

Budget totals	
All unpurchased items	\$2,097.10
All spent items	\$2,697.10
Remaining spending budget if all items were purchased	\$302.90



Golden
Eagle
Hospitality

for: Event # E32806
on: Friday, May 11, 2018

Client/Organization GRAVITAS - Animation Society		Event Date 5/11/2018 (Fri)	Booking Contact [REDACTED]	Event # E32806
Address 5151 State University Dirve		City, St/Prov Postal Los Angeles, CA 90032	Booking Tel [REDACTED]	Guests 100 (Act)
Party Name Senior Showcase	Sales Rep Amanda Tapia	Theme	Category	

Venue

Description	Type	Start	End	Banquet Room	Setup Style
		10:45 am	4:00 pm	Student Union	Delivery

Food & Beverage

Food/Service Items	Unit	Price	Total
Delivery to the Los Angeles Room for 11:00am			
(100) Disposables	Each	0.25	25.00
(100) Buffet-style Dinner	Guest(s)	18.00	1,800.00
Vegan Options: Blackened Seared Tofu with Marinara and Vegan Pasta	Guest(s)		
-Cucumber, Tomato and Feta Salad			
-Meatballs w/ Marinara			
-Pesto Cream Penne Pasta			
-Sauteed Vegetables			
-Cheesy Breadsticks			
-Fresh Fruit Salad			
(2) Chocolate-Dipped Strawberries	Dozen(s)	20.00	40.00
-Pink Lemonade and Water Service			

Equipment/Miscellaneous

Food/Service Items	Unit	Price	Total
(10) House IVORY Linen	Each	5.00	50.00

Delivery outside USU-Theater at 3:00pm (Take Down-4:30pm)

(60) Disposables Cups	Each	0.05	3.00
(1) -Water Station (3 Gallons)	Each	25.00	25.00

Authorized Signature & Date: _____
(Please sign & date all pages)

E32806 - GRAVITAS - Animation Society

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	1,865.00	28.00	0.00	50.00	0.00	0.00	0.00	1,943.00
Service Charge	317.05	4.76	0.00	8.50	0.00	0.00	0.00	330.31
Taxes	207.30	3.11	0.00	0.00	0.00	0.00	0.00	210.41
Total	2,389.35	35.87	0.00	58.50	0.00	0.00	0.00	2,483.72

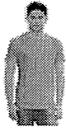
Subtotal	1,943.00	Paid	0.00	
Tax	210.41	Balance	2,483.72	
Service Charge	330.31			
Total Value	2,483.72			

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 9.5% Sales Tax will be Charged where applicable. 72 Hours Guest Count Confirmation and Cancellation Notice Needed.

Authorized Signature & Date: _____
 (Please sign & date all pages)

Everest Unisex OrganicTee
Fair Trade 100% Organic Cotton
Style # 5200

'Fair Trade Certified' option:
 Includes permission to use, print & display FTC logo: \$0.20/pc.
 FTC hang-tag (unattached): Additional \$0.05/pc.



Short Sleeve Unisex Tee In ring-spun, combed organic cotton. 30 singles jersey knit, 4.5 oz. wt. Fine double-needle stitching, ribbed crew-neck, side seam. Slightly fitted look, soft and well-made basic tee in a lighter weight. XS-3XL. Tear-away labels, separate size label.

NOTE: Price breaks apply when all pcs. are in the same style and same color. 2XL and 3XL prices: **Add \$0.80**

Color	1 - 11 pc per style #	12 - 143 pc per style #	144 - 719 pc per style #	720 - 1199 pc per style #	1200+ pc per style #
White	\$6.80	\$5.80	\$5.70	\$5.60	\$5.50
Natural					
Black	\$7.15	\$6.15	\$6.05	\$5.95	\$5.85
Slate					
Pumpkin					
Vintage Purple					

White	Price per shirt	Amount	amount x price
Small	\$5.80	21	\$121.80
Medium	\$5.80	21	\$121.80
Large	\$5.80	21	\$121.80
XL	\$5.80	9	\$52.20
Total		72	\$417.60

Black	Price per shirt	Amount	amount x price
Small	\$7.15	21	\$150.15
Medium	\$7.15	21	\$150.15
Large	\$7.15	21	\$150.15
XL	\$7.15	9	\$64.35
Total		72	\$514.80

- A.S.I. will provide up to \$7.25 per t-shirt/polo shirt
- A.S.I. will provide up to 50% of the printing/embroidery cost.
- Must have a visible A.S.I. logo.
- As detailed in A.S.I. Funding Policy (Administrative Policy 204), ASI will only fund clothing manufactured by sweatshop-free companies. Confirmation that the company is sweatshop-free must be provided.
- A design of the shirt must be provided.

Source



Pricing Chart for Printing

<u>Quantity</u>	<u>1 Color</u>	<u>2 Color</u>	<u>3 Color</u>	<u>4 Color</u>	<u>5 Color</u>	<u>6 Color</u>	<u>7 Color</u>	<u>8 Color</u>
36 - 71 (reprints)	3.15	3.35	3.55	3.75	3.90	4.05	4.20	4.35
72 - 143	2.65	2.75	2.85	2.95	3.05	3.15	3.25	3.35
144 - 287	2.30	2.40	2.50	2.60	2.70	2.80	2.90	3.00
288 - 499	2.05	2.15	2.25	2.35	2.45	2.55	2.65	2.75
500 - 1,199	1.85	1.95	2.05	2.15	2.25	2.35	2.45	2.55
1,200 - 3,499	1.75	1.85	1.95	2.05	2.15	2.25	2.35	2.45
3,500 - 4,999	1.60	1.65	1.70	1.75	1.80	1.85	1.90	1.95
5000 - 7,499	1.40	1.45	1.50	1.55	1.60	1.65	1.70	1.75
7,500 and up	1.20	1.25	1.30	1.35	1.40	1.45	1.50	1.55

*Pricing is for 1 location print. For quantities of 288+ a discount may apply to additional locations.

Additional Costs

Screens (one per color) - \$35.00 (A mix of products may require additional screens)

Pantone Matches - \$35.00

Ink Changes - \$15.00

We use standard plastisol, lead-free phthalate-free inks, and also offer water based inks at an additional charge.

Please specify water based at the time of inquiry if needed.

On orders over 1200 pcs. you may request GOTS certified printing with approx. 10-12 weeks turnaround.

We will gladly email a mock up for approval prior to printing. You may also request a press check at an additional cost.

Typical turnaround time is 10 business days after order is approved and deposit received. Rush orders are possible, but not guaranteed. A rush fee may be required.

For an accurate print or embroidery quote email us the following information:

Your Deadline

Apparel style #(s), color and quantities: We have a 72-piece minimum per design for printing.

Artwork: Please provide print ready artwork in png, psd, ai, jpg or pdf formats; preferably sized at 1:1 print ratio.

Art measurements and placement: Specify placement of designs. Common placements are *front chest, left front pocket, center back, left sleeve*.

Mandatory items			
	Price per item	Quantity	Totals
Disc Labels (Office Depot)			\$23.99
DVDs			\$13.99
Blu-rays			\$15.99
Label Kit			\$38.99
DVD Inserts	\$21.99	2	\$43.98
DVD Cases			\$18.99
Ink cartridge			\$78.90
Program prints	\$0.93	80	\$74.40
Advertising poster prints	\$0.67	30	\$20.10
Ticket prints	\$0.51	64	\$32.64
Catering			TBD
Total needed:			\$361.97

Option items:	
Tshirt quota total	\$685.50
6' Table throw \$99 to \$155.00	\$155.00
Total optional:	\$840.50

Already Spent	
Stempel	\$150.00
Sumida	\$150.00
Abrams	\$150.00
Lepore	\$150.00
Total:	\$600.00

Budget	
Total spending budget	\$1,802.47
Remaining spending budget	

Remaining budget if only necessary items purchased	\$2,030.05
Remaining budget if all items purchased	\$1,197.53

Home / Office Supplies / Labels & Label Makers / CD Labels / Product Details

Avery® Stomper Pro Inkjet/Laser CD Label Kit, 98107 Item # 796141

★★★★☆ (16) | Description | Share | Print



\$38.99 kt

Select an option ⓘ

- One-Time Delivery
- Subscription Delivery

Free delivery
Estimated delivery 1-3 business days

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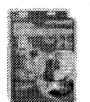
📍 **Pick Up In 1 Hour** ⓘ
In stock at "1200 W Valley Bl..."
Check another store



Qty

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FREE DELIVERY ON \$35+ orders

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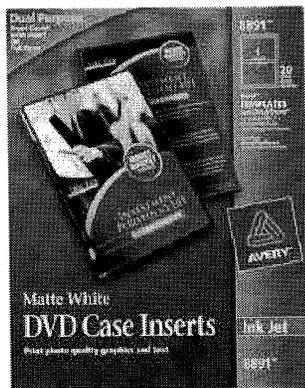
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Home / Office Supplies / Labels & Letter / Avery / Avery® Print-To-The-Edge® Inkjet / Product Details

Avery® Print-To-The-Edge Inkjet DVD Case Inserts, 8891, 4 1/2" Diameter, White, Pack Of 20

Item # 422837

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\$21.99 pack

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Estimated delivery 1-3 business days

Qty

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Verbatim® BD-R 25GB 6X Disc Spindle, Box of 10 Item # 692833

★★★★★ (7) | Description | Share | Print



\$15.99 each

Next Business Day Delivery ⓘ
Order in the next 12 hours 39 minutes
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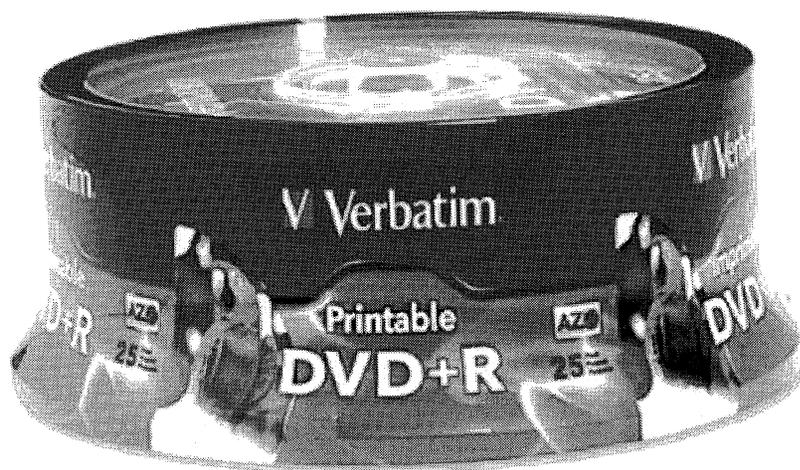
Verbatim DVD+R 4.7GB 16X White Inkjet Printable, Hub Printable - 25pk Spindle - Inkjet Printable

Item # 819783

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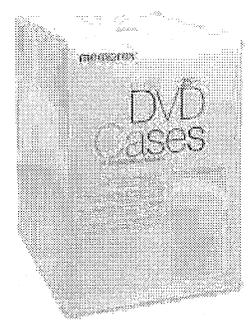
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Home | Technology | Data Storage & Media | Storage | Video Cases & Slides | Product Details

Memorex® DVD Video Slim Storage Cases, Clear, Pack Of 25

★★★★☆ (5) | DESCRIPTION | SHARE | PRINT



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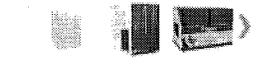
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We're here to help

CD Stomper® Matte White Inkjet/Laser CD Labels, 98108, Pack Of 50 Item # 796171

★★★★★ (30) | Description | Share | Print



\$23.99 box

Select an option ⓘ

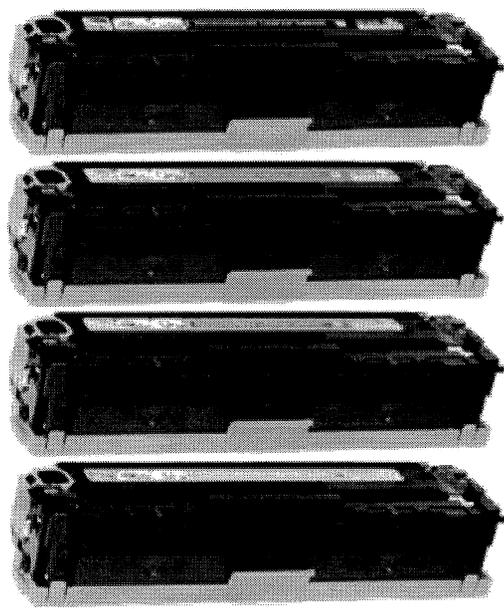
- One-Time Delivery
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Pickup or Delivery

- Next Business Day Delivery ⓘ
Order in the next 15 hours 57 minutes and get it Friday, April 20
- Need it sooner? Order by 2pm and get it today ⓘ
- Pick Up In 1 Hour ⓘ
In stock at "1200 W Valley Blvd, Alhambra, Ca 91803"
Check another store

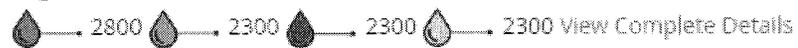


Qty



Compatible HP M277DW Toner Set with 4 High Yield Color Cartridges by Imager

Page Yield



Part numbers

CF400X CF401X CF403X CF402X (201X)

Compatible with the following machines:

HP Laserjet Pro M252DW HP Laserjet Pro M252N HP Laserjet Pro MFP M277DW HP Laserjet Pro MFP M277N

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