

# ASI Associated Students, Inc. Funding Request Form 2018-19

"...For the Students, by the Students!"

### Necessary Documents:

- Event Flyer w/ ASI Logo
- CSI Event Reg. Form
- Estimates / Food Permits
- Event Estimates / Invoices

### Contact

Officer Name

Officer Title

Address

City/State/Zip

Phone & Email

Officer Signature: [Signature]

### Organization

Club/Organization: SAA at Cal State LA

Event Title: SAA Launch Event

Date(s) of Event: 09/04/2019 Semester Fall

Location of Event: Golden Eagle Soriano Room

Expected Total Attendance: 100

Expected Attendance of Cal State LA Students: 100

### Event Description and Total Cost Breakdown

Briefly describe the event:

This event will allow new incoming undergraduates to network with students in the Doctoral Audiology program, and be involved in our organization.

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

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

The event will enhance the student body by introducing and connecting students for possible mentor-ship and guidance for their pursuit in the communicative disorders field.

### Hospitality

Description	Amount
Campus Catering	878.97

### Honoraria/Contracts

Description	Amount

### Marketing

Description	Amount

### Other

Description	Amount

### Event Summary

Total Cost of Event: 878.97

Amount Requested from ASI: 878.97

Amount from other sources: 0

What other resources are you employing for this event?

NONE

### 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: KB

19 AUG 19 4:08:55

**STUDENT ACADEMY OF AUDIOLOGY  
AT CAL STATE LA**

# ***SAA LAUNCH EVENT!***

You don't want to miss this! There will  
lots of food, games, & great  
opportunities to mingle.

***SEPTEMBER 4TH***

***7:00-9:00PM***

***CHECK IN STARTS AT 6:30***

***GOLDEN EAGLE- SORIANO  
ROOM***

Follow us for more info.

Instagram: csula\_saa

Facebook: csula saa





Golden  
Eagle  
Hospitality

for: Event # E37215  
on: Wednesday, September 04, 2019

Client/Organization Student Academy of Audiology		Event Date 9/4/2019 (Wed)	Booking Contact [REDACTED]	Event # E37215
Address 5151 State University Drive			City, St/Prov Postal [REDACTED]	Booking Tel [REDACTED]
Party Name Networking Event	Sales Rep Amanda Tapia	Theme	Category	

### Venue

Description	Type	Start	End	Banquet Room	Setup Style
		6:30 pm	9:30 pm	Soriano Boardroom	Reception
		6:30 pm	9:30 pm	Soriano Boardroom Patio	Reception

### Food & Beverage

### Equipment/Miscellaneous

Food/Service Items	Unit	Price	Total	Food/Service Items	Unit	Price	Total
<b>- 9/4/2019 - 6:30 pm</b>				<b>- 9/4/2019 - 6:30 pm</b>			
**Food Setup in Boardroom at 6:15PM**				Check-In Table with 2 Chairs - Setup in Lobby			
No Disposables				-Guests to enter event through Boardroom			
(1) Small - Garden Fresh Crudités With Ranch (5-15pp)	Platter	30.00	30.00	(1) Cocktail Tables with White Linen - Setup in Boardroom Near Patio Doors	Each	25.00	25.00
(2) Cheese Pizza (Slices of 12)	Each	10.00	20.00	(3) Cocktail Tables with White Linen - Setup Near Patio Doors to Boardroom Near Patio Doors	Each	25.00	75.00
(5) Pepperoni Pizza (Slice of 12)	Each	12.00	60.00	(1) Extension Cord (For DJ)	Each	3.00	3.00
(3) Mushroom Pizza with Green Peppers (Slice of 12)	Each	13.00	39.00	(1) 7FT Tables with White Linen and Skirting - Along Brick Wall (For DJ)	Each	7.00	7.00
(6) Mini Chicken Corn Dogs (Served with Grainy Mustard)	Dozen(s)	8.00	48.00	(1) 7FT Table with White Linen and Skirting - Along Glass Wall (For Info Setup)	Each	7.00	7.00
(6) Chicken Taquitos With Avocado Sauce	Dozen(s)	16.00	96.00	(11) White Linen (For Metal Tables on Patio)	Each	5.00	55.00
(2) Falafel Balls with Hummus	Dozen(s)	22.00	44.00				
(3) Vegetable Samosa	Dozen(s)	22.00	66.00				
(3) Chocolate Chip Cookies	Dozen(s)	20.00	60.00				
(2) Rainbow Sprinkle Cookies	Dozen(s)	22.00	44.00				
(1) Pink Lemonade	Gallon	22.00	22.00				
Water Service							

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

Notes

Trying for ASI Funding

6:00PM - Setup

6:30PM - 9:00PM - Event Scheduled

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	507.00	22.00	0.00	172.00	0.00	0.00	0.00	701.00
Service Charge	86.19	3.74	0.00	29.24	0.00	0.00	0.00	119.17
Taxes	56.35	2.45	0.00	0.00	0.00	0.00	0.00	58.80
Total	649.54	28.19	0.00	201.24	0.00	0.00	0.00	878.97

Subtotal	701.00	Paid	0.00	
Tax	58.80	Balance	878.97	
Service Charge	119.17			
Total Value	878.97			

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)