

FUNDING REQUEST FORM

2019-2020

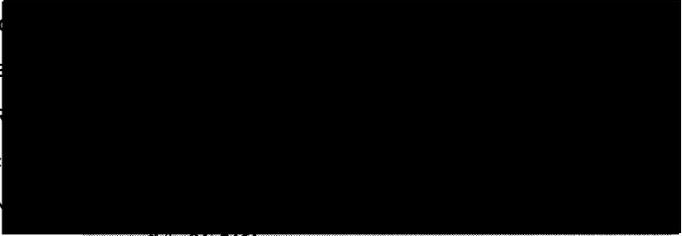
PART 1 - NOTICE & CHECKLIST

IMPORTANT

- All Funding Request Forms must be submitted by 12 PM Friday, the week before the Funding Sub-Committee Meetings.
- Funding request forms must be turned in no less than 10 business days (2 weeks) prior to the event.
- Deadline for Request for Payment or Purchase Order (RPP) is 15 days after the event.

- EVENT FLYER WITH ASI LOGO
 CSI EVENT REGISTRATION FORM
 ESTIMATES/FOOD PERMITS
 EVENT ESTIMATES / INVOICES

PART 2 - CONTACT & ORGANIZATION

OFFICE:  TITLE: ADDRESS: CITY: PHONE: SIGNATURE: 	CLUB/ORG: <u>Tespa @ Cal State LA</u> EVENT TITLE: <u>LA Smashfest</u> DATE(S) OF EVENT: <u>3/28/2020</u> SEMESTER: <u>FALL</u> EVENT LOCATION: <u>USU</u> EXPECTED ATTENDANCE: <u>120</u> EXPECTED CAL STATE LA STUDENTS ATTENDANCE: <u>100</u>
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PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? YES NO

BRIEFLY DESCRIBE THE EVENT:

LA Smashfest is a free to attend LAN/BYOC (Bring Your Own Computer/Console) gaming event with free food and giveaways.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

This will allow attendees to interact with each other by playing games and make new friends.

PART 4 - COST BREAKDOWN

	DESCRIPTION:	AMOUNT:		DESCRIPTION:	AMOUNT:
HOSPITALITY	<u>UAS Catering</u>	<u>1,627.06</u>	HONORARIA / CONTRACTS		
MARKETING			OTHER		

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT	<u>1,627.06</u>
TOTAL REQUESTED FROM ASI	<u>1,627.06</u>
AMOUNT FROM OTHER SOURCES	

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:



OFFICE USE ONLY

STAFF INITIALS T. No

TIME STAMP: 20 FEB 19 12:43:22





Golden
Eagle
Hospitality

for: Event # E38602
on: Saturday, March 28, 2020

Client/Organization TESPA @ Cal State LA	Event Date 3/28/2020 (Sat)	Booking Contact [REDACTED]	Event # E38602
Address 5154 State University Drive	City, St/Prov Postal Los Angeles, CA 90032	Booking Tel [REDACTED]	Guests 200 (Act)
Party Name TESPA @ Cal State LA	Sales Rep Amy Miers	Theme	Category

Venue

Description	Type	Start	End	Banquet Room	Setup Style
		11:45 am	3:00 pm	Student Union	Delivery

Food & Beverage

Food/Service Items	Unit	Price	Total
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**Deliver to USU LA Rooms
ABC **

Deliver to at 12:00PM

(100) Disposables (Plates and Cups Only)	Each	0.20	20.00
(40) Chicken Tender Strips with BBQ Sauce	Dozen(s)	16.00	640.00
(1) Water Service	Each	15.00	15.00

Deliver at 3:00PM -

Replenish

(100) Disposables (Plates and Cups Only)	Each	0.20	20.00
(40) Chicken Tender Strips with BBQ Sauce	Dozen(s)	14.00	560.00
(1) Water Refill	Each	15.00	15.00

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	1,255.00	15.00	0.00	0.00	0.00	0.00	0.00	1,270.00
Service Charge	213.35	2.55	0.00	0.00	0.00	0.00	0.00	215.90
Taxes	139.49	1.67	0.00	0.00	0.00	0.00	0.00	141.16
Total	1,607.84	19.22	0.00	0.00	0.00	0.00	0.00	1,627.06

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

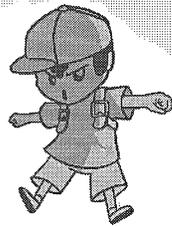
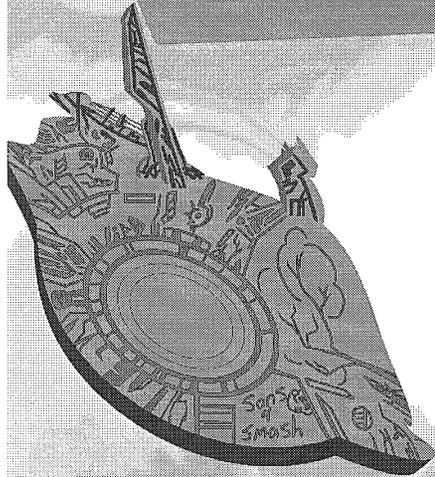
Subtotal	1,270.00	Paid	0.00
Tax	141.16	Balance	1,627.06
Service Charge	215.90		
Total Value	1,627.06		

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)



SMASHFEST



**A FREE LAN/BYOC Gaming Event with
food, raffles, giveaways, and
tournaments!**

**March 28, 2020
11:00 AM - 5:00 PM
@USU LA Rooms**

**Hosts:
Tespa @ CSULA
Smash@CSULA
LoL @CSULA**



ASSOCIATED STUDENTS, INC.

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



**UNIVERSITY
STUDENT UNION**

Event Registration

LA Smashfest

Submitted By: [REDACTED] on 2/14/2020 12:12:45 PM

[APPROVED]

Basic Information

Student organizations must complete and submit this form at least 10 business days prior to the event date. Reservations for on campus events will not be confirmed unless this form has been completed.

Please select the type of organization who will be hosting this event.

Student Organization

Host Organization Name

What Organization/Department is hosting the event?
Tespa @ Cal State LA

Event Name

LA Smashfest

Estimated Attendance

Please describe the estimated attendance of participants for this event. Please note that based on your response, your organization may need to comply with additional campus policies and procedures before this event can be registered. For more information please refer to the Student Organization Handbook sections on Ticketing and Guidelines for Campus Facility Reservation.

100

About the event

Please describe what this event is about and include all intended activities that will take place.

LA Smashfest is a free to attend gaming event held at Cal State LA with tournaments, raffles, and giveaway. It will be a BYOC (Bring your own computer/console) event and seating will be a first come first serve basis. Free food will be served!

Time & Location

Start Date/Time

03/28/2020 - 11:00 AM

Where will the event take place?

On campus

On Campus Locations

University-Student Union Building

Specific Address/Location Information

Include on campus room/site information or off campus address. Note, submitting this Event Registration form will not confirm your event space.

USU 3rd floor LA Rooms A, B, and C

Student Organization Officer and Advisor Contact Information

Only current organization officers can submit the Event Registration Form. Submitted forms will require Advisor approval prior to CSI approval.

Contact Person

Please provide the name of the officer submitting this form.

[REDACTED]

Officer Contact Phone Number

[REDACTED]

Contact Email

Provide the officer's email address.

[REDACTED]

Organization Advisor Phone Number

[REDACTED]

Organization Advisor Name

[REDACTED]

Organization Advisor Email Field

Please ensure your advisor's email address is entered accurately. This Event Registration Form will be sent to your advisor for approval before CSI can approve it.

[REDACTED]

Marketing

No publicity may be distributed or posted online until this form has been submitted and approved. Both off and on-campus events must also have a confirmed reservation prior to marketing. All publicity material must comply with University Administrative Procedures AP P003 and AP P007. All printed marketing to be used for marketing registered events are

How do you plan on marketing this event?

Printed posters/fliers

Social Media

Social Media Site

Facebook

Social Media Handle

<https://www.facebook.com/groups/tespaatcsula/>

Printed Media Upload*

If you plan on marketing this event with printed media, please upload a copy for review.

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Who is invited to this event?

Cal State LA Community

General Public

Will off-campus media be notified about this event?

No

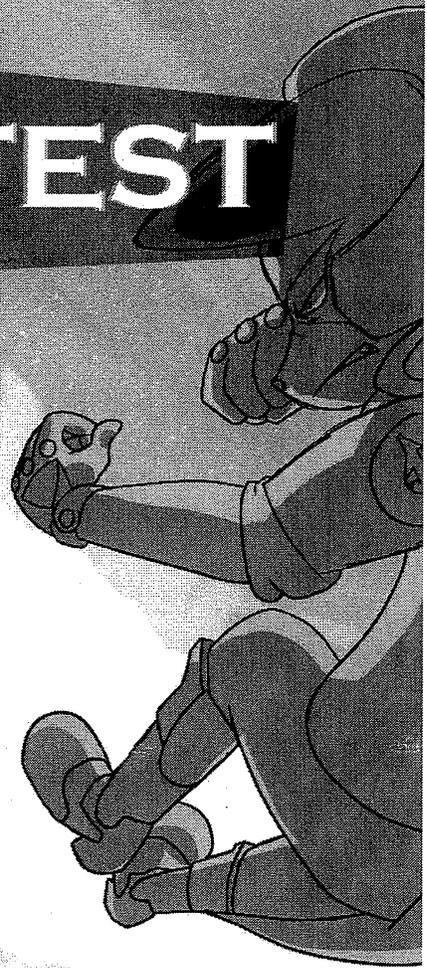
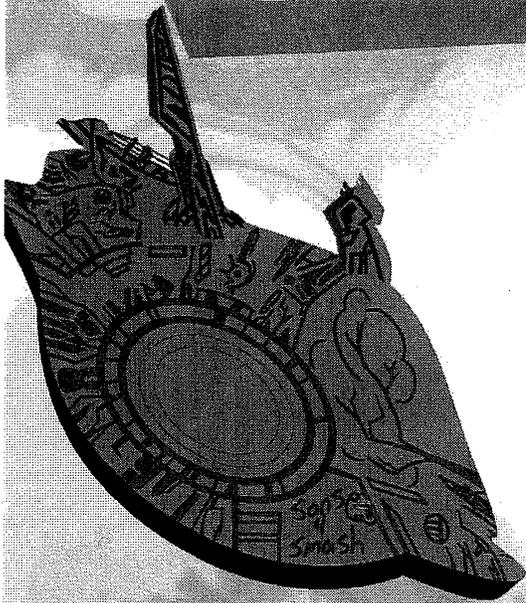
Tags

SOCIAL

Cover Image

Please select an image that corresponds to your event.

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**March 28, 2020
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@USU LA Rooms**

**Hosts:
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Smash@CSULA
LoL @CSULA**

Social Program

Planned Activities

Will your event have any of the following activities? The University's General Release will be required for certain activities.
Not Applicable

Will the event have security?

No

Who will be providing the food?

University Catering

Will food be served at the event?

Yes

Will the event have an admission charge, registration fee, or raise any proceeds to benefit the organization

No

Will you be requesting funding from Associated Students, Incorporated?

For more information on Club and Organization Funding please visit: <https://asicalstatela.org/services/clubs-and-organizations-funding>
Yes

For more information on Club and Organization Funding please visit: <https://asicalstatela.org/services/clubs-and-organizations-funding>.
For any other questions contact the Vice President for Finance by calling 323-343-4778.

For this event, will your organization be seeking tax deductible private external fund raising support?

Are you seeking sponsorship from private individuals or external companies/organizations off campus that may require additional tax documentation? (Individual donations that do not require tax documentation do not count.)

No

Will a movie be shown at this event?

No

Will alcohol be served at this event?

Does your organization plan on serving alcohol at its event?

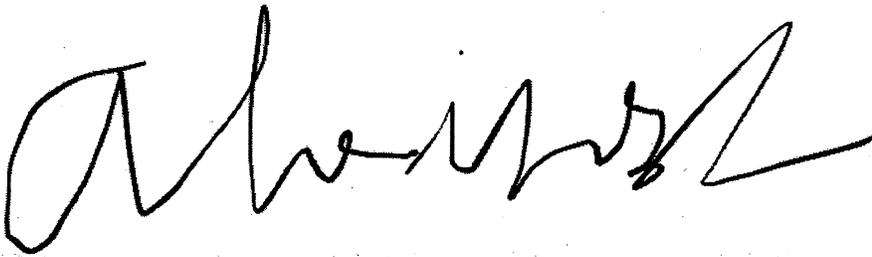
No

Will the event be held in a restaurant/venue where alcohol is available but will not be a part of your

Acknowledgment

AS AN OFFICER OF THIS ORGANIZATION, 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.

Signature Pad Field

A handwritten signature in black ink, appearing to read "A. H. Smith", written over a signature pad field.

Event Guidelines & Resources

Student Organization 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 the Office of the Dean of Students.

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 and two Sexual Violence Prevention & Resources Trained (SVPT) members to be in attendance of the entire event. Additional guidelines can be found in the Student Organization Handbook.

Publicity: All publicity material must comply with University Administrative Procedures AP P003 and AP P007. All printed marketing to be used for marketing registered events are required to be stamped by CSI prior to their approved posting. Stamps can be obtained after the event has been registered. All printed material may be posted for up to a period of fourteen (14) calendar days. For student organizations, the "POSTING VALID THRU ____" stamp must be clearly visible on the face of the posting.

General Release Waiver Forms: 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.

Student Organization Event Resources

The following forms may be required based on your event details. If required, these complete forms must be uploaded at the time your organization is registering its event at least 10 business days prior to your event date.

- Temporary Food Facility Permit
- Request to Serve Alcoholic Beverages Form
- Amplified Sound Permit

Additional Resources

University-Student Union Event Space Forms

The following forms must be used to complete your tabling, meeting, and event space requests at the University-Student Union. For more information refer to the University-Student Union Operations.

- External Table Request Form
- Information Table Request Form
- Meeting Request Form
- Outdoor Event Request Form

Use of Facilities Forms:

The following forms can be used to complete your event space requests. For more information refer to the Use of Facilities website and Administrative Procedure 505 Use of Facilities and Equipment:

- External Space Request Form
- Filming Request Application