

# FUNDING REQUEST FORM

## PART 1 - NOTICE & CHECKLIST

IMPORTANT

1. All Funding Request Packets must be submitted by 12 PM Friday, the week before the Funding Sub-Committee Meetings.
2. Funding Request Packets must be turned in no less than 5 business days (1 week) prior to the event.
3. Deadline for Request for Payment or Purchase Order (RPP) is 15 days after the event.

- CSI EVENT REGISTRATION FORM     EVENT ESTIMATES / INVOICES (NOT PAID)     EVENT FLYER WITH ASI LOGO     REQUIRED SUPPORTING MATERIAL BASED ON PURCHASES/EVENT

## PART 2 - CONTACT & ORGANIZATION

OFFICER NAME: [REDACTED]  
 OFFICER TITLE: [REDACTED]  
 ADDRESS: [REDACTED]  
 CITY: [REDACTED] STATE: [REDACTED] ZIP: [REDACTED]  
 PHONE: [REDACTED] EMAIL: [REDACTED]  
 SIGNATURE: \_\_\_\_\_

CLUB/ORG: Screening Society  
 EVENT TITLE: Nosferatu Symphony of Horror  
 DATE(S) OF EVENT: 10/31/24 SEMESTER: FALL  
 EVENT LOCATION: TVFM Soundstage  
 TOTAL ATTENDANCE: Expected to be around 60  
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 60

## PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS?  YES  NO  
 BRIEFLY DESCRIBE THE EVENT:  
 This is a screening of the original 1922 Nosferatu film with live organ player score.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?  
 This is a rare change for all the movie buffs and Halloween fans to not only see iconic classic but see it live scored. It will certainly put everyone attending to Halloween mood.

## PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:
	14x Costco pizzas	\$155
	Punch drinks (nonalcoholic)	\$35
	Popcorn	\$30

HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
	Organ player fee	\$300
	Organ mover fee	\$50

MARKETING	DESCRIPTION:	AMOUNT:

OTHER	DESCRIPTION:	AMOUNT:
	Decorations (if possible)	\$40

## PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT \$610  
 TOTAL REQUESTED FROM ASI \$610 (or at least \$350)  
 AMOUNT FROM OTHER SOURCES N/A

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:  
 If needed, the club members will need to provide finances personally to cover the costs.

### OFFICE USE ONLY

STAFF INITIALS \_\_\_\_\_

TIME STAMP: \_\_\_\_\_



Event Registration

## Nosferatu Symphony of Horror

**[APPROVED]**

Event Tiers and Deadlines

CSI has established event tiers intended to support student organization leaders in identifying the appropriate deadlines to submit event registration forms on Presence to ensure that the student organization advisor, the Center for Student Involvement, and the appropriate space reservations departments have time to review and approve the form.

Note: If applying to ASI for funding for an event, you must ensure to submit your event registration to follow the above deadlines AND that meets the ASI funding deadlines

Reservations for space must be made after the registration is approved. Your space is NOT automatically reserved for you. For full details about each tier and the types of events to correspond please visit the [Student Organization Handbook](#).

1. Tier 1 - Submitted at least **15 business days** in advance: General Meetings & Outdoor Tabling
2. Tier 2 - Submitted at least **20 business days** in advance: Events may include food, amplified sound, external vendors, sales, film/tv screenings
3. Tier 3 - Submitted at least **20 business days** in advance: Events may include recreational activities or other activities that require general release waivers from participants
4. Tier 4 - Submitted at least **20 business days** in advance: Travel off-campus or off-campus fundraisers
5. Tier 5 - Submitted at least **30 business days** in advance: Events include those with the intent to serve alcohol and hosting conferences or competitions of greater than 100 participants

Your event registration will be reviewed and approved based on these tiers and the required timeline.

Event Information

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

Student Organization

### Host Organization Name

What Organization/Department is hosting the event?

Screen Society

### Event Name

Nosferatu Symphony of Horror

### Estimated Attendance

Please describe the estimated attendance of participants for this event.

60

Large On-Campus Events

Large on-campus events will be subject to University guidance, state, city, and county regulations. Student organizations must provide additional information and present their plans before the [Use of Facilities Committee](#) for events that meet the following criteria:

- If the expected attendance is over 100+ outdoors or 50+ indoors
- If there will be onsite cash handling\* or selling of merchandise (\*does not include student organization fundraisers on the walkway and/or U-SU Plaza)
- If the event is co-sponsored or sponsored by an outside organization
- If more than 50% of attendees will be from off-campus
- If the event involves an off-campus, high profile guest and/or speaker

## Event Description

**Event description - Note that the information typed in the "about the event" field will be visible on Presence to all students.**

### About the event

This is a screening of the original 1922 Nosferatu film with live organ player score.

## Time & Location

Submitting this form DOES NOT reserve the space. Please visit the resources at the bottom of this form to submit the appropriate reservation request.

**Events/meetings that repeat or occur on non-consecutive dates will need to be registered separately per each date, (e.g. if you plan on having a meeting on multiple days in the month). For more information on how to repeat registered events check out this [Presence guide](#)**

### Start Date/Time

10/31/2024 - 6:00 PM

### End Date/Time

10/31/2024 - 8:00 PM

## Set Up and Clean Up Time Frame

Please add the full time frame you will be reserving the event venue including any set-up and clean-up time. If there is no additional time needed enter the exact event time frame.

Note that the U-SU does not reserve space past 9:30pm M-Th, or 7:30 F.

From 5:00pm to 9:00pm

## What format will this event/meeting use?

Hybrid events and meetings are defined as a mixture of in-person events/meetings with a virtual component usually running simultaneously and with overlapping content and interactive elements.

In-Person

## Do participants need to RSVP?

No

## On Campus Locations

Classroom Space

## Where will your in-person event/meeting take place?

On-Campus

### Event/Meeting Virtual Link and/or In-Person Location

For virtual event/meetings, please enter the link where attendees can access the event/meeting.

For in-person on-campus events/meetings please add the room information where you'll be hosting.

For in-person off-campus events/meetings please add the full address of the venue.

For hybrid events/meetings please enter both the link and the in-person location.

TVFM Soundstage

## 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 Email

Provide the advisor's Cal State LA email address.

[REDACTED]

### Organization Advisor Name

Please provide the name of the student organization advisor. Your advisor must be listed in Presence on your roster as the advisor.

[REDACTED]

## Collaborations

If this event is a collaboration with either on or off campus organization, please describe in detail the nature of the collaboration.

Are you collaborating with either an on-campus or off-campus organization?

No

### Marketing

No publicity may be distributed or posted online or in person until this form has been submitted and approved. All publicity material must comply with University Administrative Procedures AP P003 and AP P007.

### How do you plan on marketing this event?

Email

### Who is invited to this event?

Cal State LA Community

### Will off-campus media be notified about this event?

No

### U-SU Student Organization Display Case

Student Organizations may request flyers be posted to the U-SU Bulletin boards on the 2nd floor of the U-SU.

Flyers must be submitted as 8.5x11 PDF files with a minimum of 300 dpi resolution

Event Flyers must include: host organization name or logo and Event details (name, location, time – or where they can find updates)

Due to limited space in display cases, CSI and Graffix reserve the right to limit the time frame in which a graphic is on display. Graphics will be printed and displayed on a first come first served basis, if there is insufficient space, a graphic may not be posted despite meeting the outlined requirements.

Submit your graphic to be printed and displayed on the "U-SU Display Case Request" Form found here:  
<https://calstatela.presence.io/form/u-su-display-case-request>

### Tags

MOVIE/FILM

### Cover Image

Please select an image that corresponds to your event. This will be the image visible on Presence. It CAN be your event flyer, but does not have to be.

The Original 1922 Silent Film  
with live organ score



NOSFERATU  
A SYMPHONY OF HORROR

Performed by Eve Elliot

October 31, 2024

tvfm soundstage - 6:00pm

Event Details

Event Category

Please select ALL of the categories above that best describes your event. Note organization meetings and tabling must also be registered.

Recreational Program

Musical Performance Indoor (Live or Recorded/DJ)

## 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

## Will food be served at the event?

Food may be served at indoor and outdoor events, so long as the appropriate approval is received via the Temporary Food Permit.

Yes

## Who will be providing the food?

Student Organization

## Temporary Food Facility Form Upload\*

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

Check the resources section below for a link to the form.

[3dda115a-88bf-421b-b099-8738ae22ac4b.pdf](#)

## Funding

### What funding source is being used for this event?

Organizations may apply for ASI funding and use existing funds for 1 event. Mark all options that apply.

Only organizations with approved exemptions may bank off campus. All others must bank through ASI.

ASI funding (new request for funds)

For more information on Recognized Student Organization Funding and Banking please visit: <https://asicalstatela.org/recognized-student-organizations>. For any other questions contact the Vice President for Finance via email [asivpf@calstatela.edu](mailto:asivpf@calstatela.edu) by calling 323-343-4778.

### Will the event have an admission charge or registration fee? (Mark "ticket/audience participation fee under fundraiser)

No

## Fundraising (Proceeds to Benefit)

Fundraiser (Proceeds to Benefit)

### Type of Fundraising Activity

Please mark the most appropriate type of activity that corresponds with your event.

No Fundraising Activity

### Will a movie/show be shown at this event?

Student organizations must purchase the viewing rights or obtain permission from the owner of the movie in order to show movies at student organization events. Additional information about this policy can be found here in the student org handbook. <https://www.calstatela.edu/studentservices/special-events-and-risk-assessment-planning-and-support>  
No

### Alcohol

#### Does your organization plan on serving alcohol at this event?

No

#### Will the event be held in a restaurant/venue where alcohol is sold/served but will not be a part of your event?

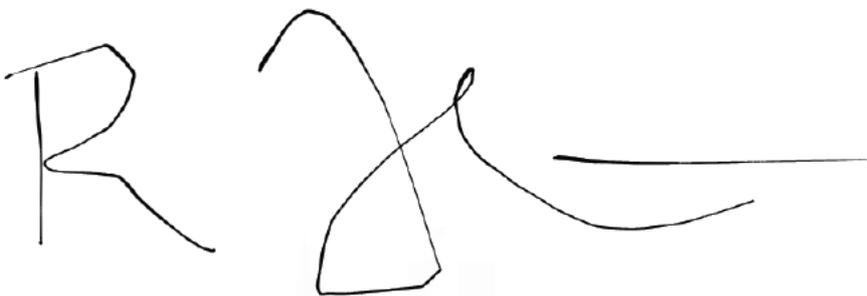
No

### Acknowledgment

As an officer of this organization, I will take responsibility to ensure that the event that 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.

I understand that submitting this form does not guarantee my event will be approved. I must reserve space with the appropriate venue, submitting this form does not reserve the space.

#### Signature Pad Field

A handwritten signature in black ink, appearing to read 'R. R.', is written on a light gray background.

**Scroll up to submit this form.**

### Event Guidelines & Resources

Student Organization Event Guidelines

# Nosferatu Organ Performance

# INVOICE

Eve Elliot  
3833 Legion Ln  
Los Angeles, CA 90039  
englishtutor25@gmail.com

## CLIENT

California State University, Los Angeles  
Department of Television, Film, and Media Studies  
5151 State University Dr  
Los Angeles, CA 90032  
TVfilm@calstatela.edu

DATE OF INVOICE

DATE OF WORK

Oct. 23, 2024

Oct. 31, 2024

PAYMENT DUE BY:

Oct. 31, 2024

PAYABLE TO:

Eve Elliot

## DESCRIPTION OF WORK

Solo organ musical performance for 1.5 hours to the 1922 film *Nosferatu: A Symphony of Horror*.  
Located at the TVFM Soundstage in the Television, Film, and Media Center at Cal State LA  
5181 Cavanagh Rd, Los Angeles, CA 90032  
Performance Date/Time: Thursday, October 31st, 2024. 6:00 PM - 7:30 PM.

LABOR	HOURS	RATE	DATES	AMOUNT
Organ performance	1.5	\$200.00	10/31/24	\$300.00
<b>TOTAL LABOR</b>				<b>\$300.00</b>

**TOTAL HOURS**

**1.5**

**TOTAL**

**\$300.00**

For questions concerning this invoice, please contact:

Jason Castillo, Department of Television, Film, and Media Studies

[jcast127@calstatela.edu](mailto:jcast127@calstatela.edu)

## Cart

\$35.98 subtotal • 4 items

### Shipping [Edit items](#)

 <p>Stretchy Spiderweb Halloween Decorative Prop White - Hyde &amp; EEKI Boutique™</p> <p>Qty 2 <a href="#">Save for later</a></p>	<p>Shipping</p> <p>Arriving by Wed, Oct 23</p> <p>Order Pickup not available at Alhambra <a href="#">Change store</a></p>	<p><b>\$8.00</b></p> <p>each \$4.00</p>	<input checked="" type="checkbox"/>
 <p>Northlight Gauze and Bats Halloween Decoration Kit - 9.75' - Gray and Black</p> <p>Sold and shipped by <a href="#">Christmas Central</a></p> <p>Qty 2 <a href="#">Save for later</a></p>	<p>Shipping</p> <p>Arriving by Mon, Oct 28</p> <p>Order Pickup not available at Alhambra <a href="#">Change store</a></p>	<p><b>\$27.98</b></p> <p>reg \$32.98 each \$13.99 <b>Sale</b></p>	<input checked="" type="checkbox"/>

## Order summary

<b>\$39.40 total</b>	4 items	<input type="checkbox"/>
Subtotal (4 items)	\$35.98	
Shipping	Free	
Estimated taxes	\$3.42	
Based on 90032		
<b>Total</b>	<b>\$39.40</b>	
<input checked="" type="checkbox"/> <b>Free shipping</b>	with \$35 orders* (exclusions apply)	<input type="checkbox"/>
 Email a gift message		<input type="checkbox"/>
 Promo code		<a href="#">Add</a>

### Order Pickup [4 items at Alhambra](#)

 <p>SkinnyPop Original Popcorn Skinny Pack - 6ct - 3.9oz</p> <p>Qty 4 <a href="#">Save for later</a></p> <p> Add a substitute <a href="#">Add</a></p>	<p>Shipping</p> <p>Arriving by Sun, Oct 20</p> <p>Same Day Delivery</p> <p>Get it as soon as 4pm today</p> <p>\$9.99/delivery or included with <b>circle 360</b> membership</p> <p>Order Pickup</p> <p><input checked="" type="checkbox"/> Ready within 2 hours at Alhambra <a href="#">Change store</a></p>	<p><b>\$27.96</b></p> <p>each \$6.99</p>	<input checked="" type="checkbox"/>
---	--	--	-------------------------------------

### Order Pickup [4 items at Alhambra](#)

 <p>Punch Variety Sugar-Free Drink Mix - 30ct - Market Pantry™</p> <p>Qty 4 <a href="#">Save for later</a></p> <p> Add a substitute <a href="#">Add</a></p>	<p>Shipping</p> <p>Arriving by Sun, Oct 20</p> <p>Same Day Delivery</p> <p>Get it as soon as 4pm today</p> <p>\$9.99/delivery or included with <b>circle 360</b> membership</p> <p>Order Pickup</p> <p><input checked="" type="checkbox"/> Ready within 2 hours at Alhambra <a href="#">Change store</a></p>	<p><b>\$27.96</b></p> <p>each \$6.99</p>	<input checked="" type="checkbox"/>
---	--	--	-------------------------------------

## **Pizza: \$1.99 per Slice, \$9.95 per Whole Pizza**

Choose between cheese or pepperoni for this classic favorite. Enjoy a generous slice for just \$1.99, or opt for a whole 18-inch pizza at \$9.95. To ensure you get your pizza fresh and hot, order it at the start of your shopping trip or call ahead.

### **Nutrition Facts:**

#### **Cheese Pizza:**

- **Whole Pizza (18 inches, 6 large slices):**
  - **Calories:** 4,260
  - **Total Fat:** 161g (248% DV)
  - **Saturated Fat:** 83g (519% DV)
  - **Sodium:** 10,710mg (466% DV)
  - **Carbohydrates:** 467g (156% DV)
  - **Protein:** 247g
- **Slice:**
  - **Calories:** 710
  - **Total Fat:** 27g
  - **Saturated Fat:** 14g
  - **Sodium:** 1,780mg
  - **Carbohydrates:** 78g
  - **Protein:** 41g

The Original 1922 Silent Film  
with live organ score



NOSFERATU  
A SYMPHONY OF HORROR

Performed by Eve Elliot

October 31, 2024

tvfm soundstage - 6:00pm