



Associated Students, Inc. Funding Request Form

For the Students, by the Students!

2016-17

Necessary Documents:

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

Contact

Organization

Club/Organization: MAD SCIENTIST
 Event Title: MAC AND CHEESE FEST
 Date(s) of Event: 3/24/17 Quarter: Spring
 Location of Event: GOLDEN EAGLE BALLROOM
 Expected Total Attendance: 50-150
 Expected Attendance of Cal State LA Students: 50-150

Event Description and Total Cost Breakdown

Briefly describe the event:

WE WILL HAVE STUDENT ORGANIZATIONS
 TABLING ALL AROUND THE ROOM SHWCASING
 THEIR PROJECTS/MISSIONS. LIGHTS AND
 SOUND ALONG WITH PERFORMANCE TO
 COMPLIMENT THE ENVIORNMENT.

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

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

THIS EVENT WILL DEFINITELY BUILD A COMMUNITY
 AMONGST DIFFERENT COLLEGES ON CAMPUS. STU-
 DENTS WILL BE ABLE TO NETWORK AMONGST EACH
 OTHER IN A COMFORTABLE ENVIORNMENT.

Hospitality

| Description | Amount |
|---------------------------|------------|
| GOLDEN EAGLE BALLROOM | \$1,357.42 |
| (MAC AND CHEESE INCLUDED) | \$0.00 |
| | |
| | |

Honoraria/Contracts

| Description | Amount |
|-----------------|--------|
| BAND/PERFORMERS | \$0.00 |
| | |
| | |
| | |

Marketing

| Description | Amount |
|------------------|----------|
| POSTERS/HANDOUTS | \$120.00 |
| | |
| | |
| | |

Other

| Description | Amount |
|-------------------------|----------|
| STAGE AND LIGHTING | \$324.00 |
| (DJ FOR 4 HRS INCLUDED) | \$0.00 |
| LICENSED SECURITY GUARD | \$150.00 |

Event Summary

| | |
|-------------------------------|------------|
| Total Cost of Event: | \$1,951.42 |
| Amount Requested from A.S.I.: | \$1,751.42 |
| Amount from other sources: | \$200.00 |

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?

CATERING WILL BE ROVIDED BY GOLDEN
 EAGLE HOSPITALITY.

All forms must have a Time Stamp and 10/03/14

staff initial: BN

MAD SCIENTIST IN COLLABORATION
WITH INFINITE EAGLE PRESENT:

MARCH 24TH

MAC N CHEESE FEST

**GOLDEN
EAGLE
BALLROOM**

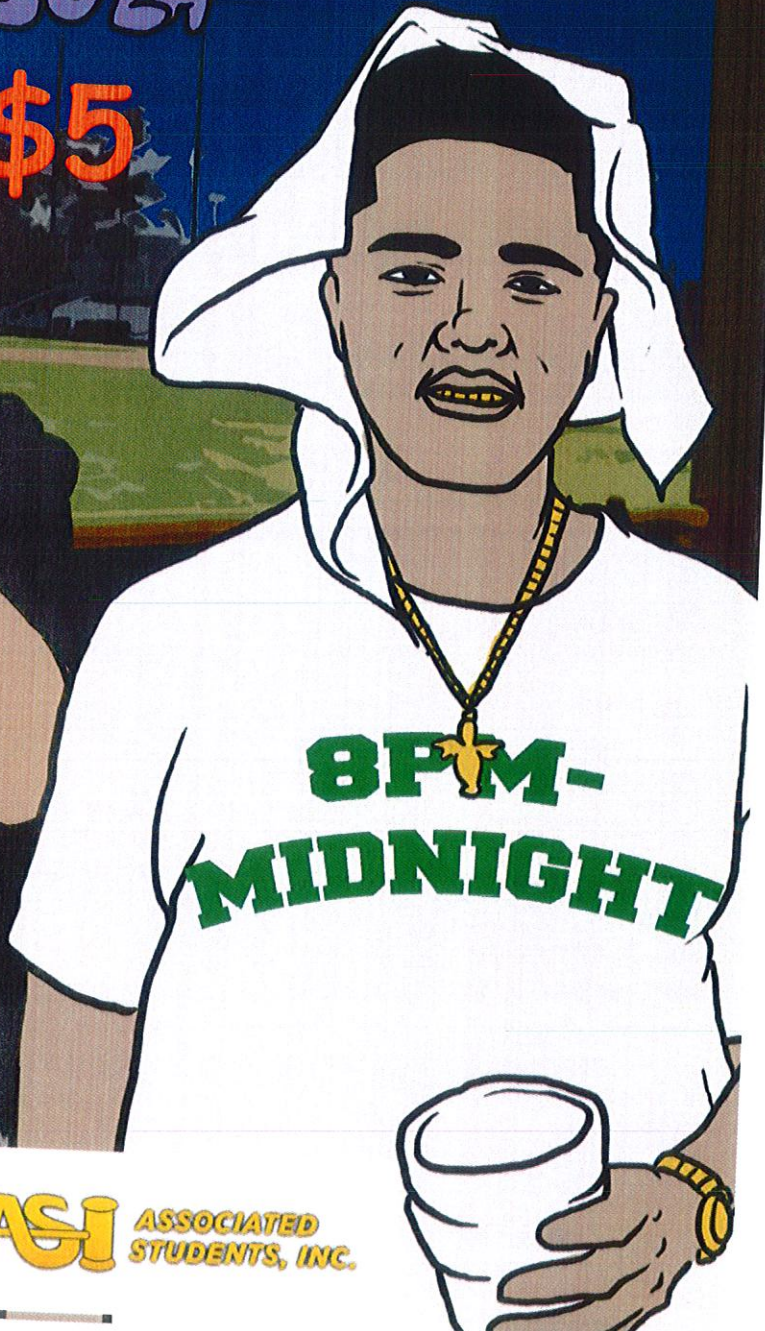
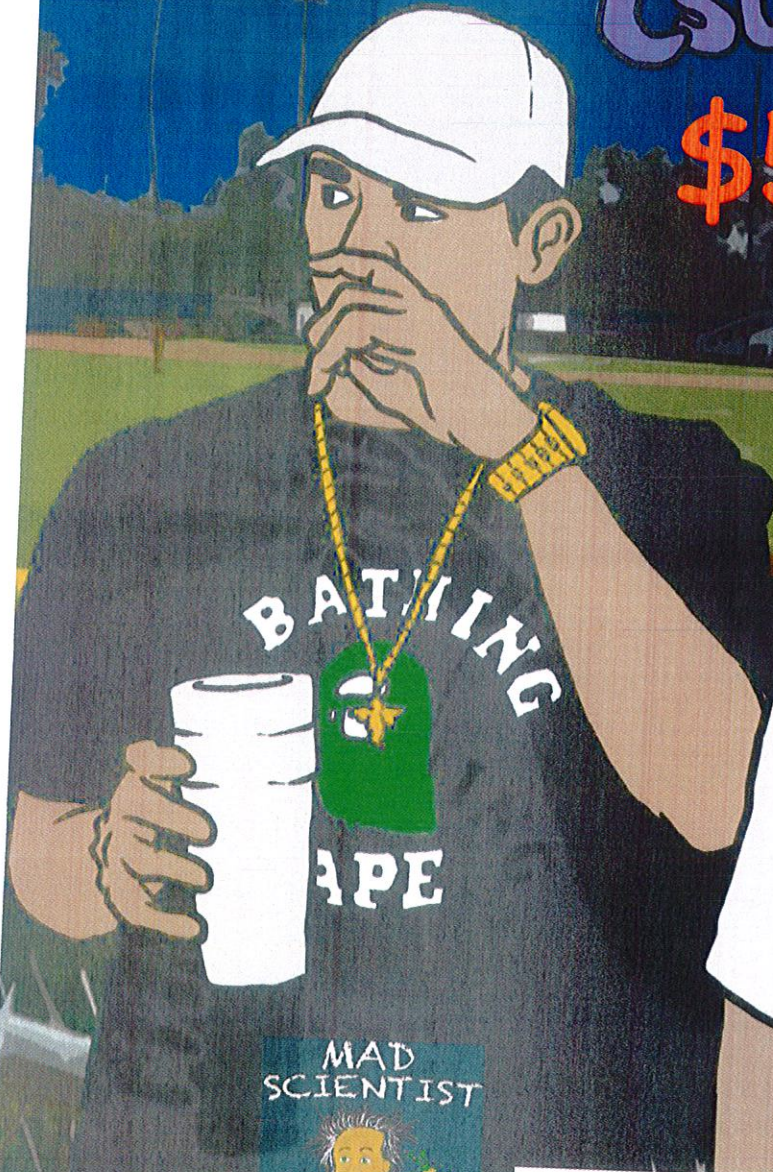
LIVE PERFORMANCES

ALL YOU CAN EAT

CSULA

\$5

COLLEEN



MAD SCIENTIST



CSULA

CINCO FLARE



ASI

ASSOCIATED STUDENTS, INC.

STUDENT ORGANIZATION EVENT REGISTRATION FORM

Update

COMPLETED



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 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: Mad Scientist PHONE: (909)559-2070 DATE: 2/18/17
EVENT CONTACT NAME: Carlos Sanchez EMAIL: csanch63@calstatela.edu
NAME OF EVENT: Mac & Cheese Fest (Mad Sci. Presents) LOCATION: (G-2) Golden Eagle Ballroom
EVENT DATE: (G-2) 3/24/17 BEGIN TIME: (G-2) 8:00 PM END TIME: 12:00 AM ESTIMATED ATTENDANCE: 50

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: Organization tabling/showcase

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):

we will have live performances and different organizations tabling to show what their projects consist of. Lights & sound.

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? \$5

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 Private Security Guard @ Door. (Campus Police if necessary)

WILL FOOD BE SERVED AT THE EVENT? NO YES

IF YES, WHO WILL PROVIDE THE FOOD? UNIVERSITY CATERING OTHER: (G-2) W/A

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 affirm 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: Mad Scientist, 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):

We will have an entrance fee for the event.
The \$5 entrance fee for the event will go towards our projects,
more specifically the electric porche that needs a battery cage.

PRESIDENT: Kevin Tinoco SIGNATURE:  DATE: 2/24/17

TREASURER: Carlos Sanchez SIGNATURE:  DATE: 2/22/17

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: Carlos Sanchez SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY):  DATE: 2-21-17

ADVISOR'S NAME: Dr. Sam Landsberger SIGNATURE:  DATE: 2/21/17

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) SIGNATURE:  DATE: 2/22/17
 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: Must attend Use of facilities Mtg -
Contact Susan Tsujii
Organization decided to use UAS for their event.
-JA



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 # E29039
 Event Date: 3/24/2017 Friday

| | | | |
|--|-------------------------------|---|--------------------------------|
| Client/Organization Mac Scientists | Event Date 3/24/2017 (Fri) | Booking Contact Carlos Sanchez | Event # E29039 |
| Address 5151 State University | | City, St/Prov Postal Los Angeles, CA 90032 | Booking Tel (190) 955-92079 |
| Party Name Mac Scientists - Concert | Sales Rep Amanda Tapia | Theme | Category |
| | | | Guests 100 (Act) |

| Description | Type | Start 6:00 pm | End 11:00 pm | Venue | | Banquet Room Ballrm 1-2 | Setup Style Reception |
|---|------|------------------|-----------------|---|-------------------------|----------------------------|--------------------------|
| | | | | Food & Beverage | Equipment/Miscellaneous | | |
| Food/Service Items | Unit | Price | Total | Food/Service Items | Unit | Price | Total |
| **Food Setup at TBD** | | | | (1) Small Dance Floor(24x15) - In front of stage | Each | 100.00 | 100.00 |
| (100) Disposables | Each | 0.35 | 35.00 | (9) 7ft Tables - 3 Each on North, East, and West Walls | Each | | |
| (2) Full Pan - Macaroni and Cheese | | 65.00 | 130.00 | (2) Risers 6ft x 8ft - South Wall | Each | 125.00 | 250.00 |
| (2) Full Pan - Macaroni and Cheese with Bacon | | 85.00 | 170.00 | | | | |
| (1) Full Pan -White Cheddar Macaroni and Cheese with Jalapeno | Each | 75.00 | 75.00 | | | | |
| (1) Full Pan - Macaroni and Cheese with Sliced Hot Dogs | Each | 85.00 | 85.00 | | | | |
| (200) Canned Soft Drinks (Assorted) | Each | 1.25 | 250.00 | | | | |
| Water Service | | | | | | | |

| | Food | Beverage | Liquor | Equipment | Labor | Room | Other | Total |
|----------------|--------|----------|--------|-----------|-------|------|-------|----------|
| Subtotal | 335.00 | 410.00 | 0.00 | 350.00 | 0.00 | 0.00 | 0.00 | 1,095.00 |
| Service Charge | 56.95 | 69.70 | 0.00 | 59.50 | 0.00 | 0.00 | 0.00 | 186.15 |
| Taxes | 34.30 | 41.97 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 76.27 |
| Total | 426.25 | 521.67 | 0.00 | 409.50 | 0.00 | 0.00 | 0.00 | 1,357.42 |

| | | | |
|----------------|----------|---------|----------|
| Subtotal | 1,095.00 | Paid | 0.00 |
| Tax | 76.27 | Balance | 1,357.42 |
| Service Charge | 186.15 | | |
| Total Value | 1,357.42 | | |

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

Authorized Signature & Date: _____

GEH Signature & Date: _____



Estimate/Invoice

256

David Vergara Sound Rentals
1davidvergara3@gmail.com

Date: Feb 26, 2017

Payment Terms: Not Paid

Event Date: Mar 24, 2017

Balance Due: \$ 324

Bill To:

Carlos Sanchez (Mad Scientist Org)
csanch63@calstatela.edu

| Item | Quantity | Rate | Amount |
|-------------------------------------|----------|--------------------|--------|
| Stage platforms (6x4)ft | 3 | \$25 | \$75 |
| Sound and light equipment (4 hours) | 4 | \$18 ⁷⁵ | \$75 |
| DJ (4 hours) | 4 | \$37 ⁵⁰ | \$150 |

Subtotal: \$ 300

Tax (8%): \$ 24

Total: \$ 324

Notes:

estimate requested 02/24/2017.

Terms:

contact for delivery time.