



Associated Students, Inc.

Funding Request Form

2016-17

"...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

Organization

Club/Organization: Sociology Club
 Event Title: Sexual Identity: A Sociological Perspective
 Date(s) of Event: 03/15/17 Quarter: Spring
 Location of Event: Los Angeles Room BC
 Expected Total Attendance: 100
 Expected Attendance of Cal State LA.Students: 100

Event Description and Total Cost Breakdown

Briefly describe the event:

Guest Speaker Jessica Lynn will share her amazing life story. She is a professional speaker and transgender advocate, traveling nationally and internationally presenting a glimpse into the wonder and confusion of the transgender community.

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

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

Academically, it will enhance a student's ability comprehend sexual identity from a first person's experience. Also the presentation can lead question for future studies.

Hospitality

Description	Amount
Buffet-Lunch	955.55

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount

Other

Description	Amount

Event Summary

For Office Use Only • Do Not Write Below

Total Cost of Event: \$955.55
 Amount Requested from A.S.I.: \$955.55
 Amount from other sources: \$0.00

What other resources are you employing for this event?

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.

All forms must have a Time Stamp and

staff initial: MM '17 MAR 6 AM 10:55:47

Sociology Club Presents



Wednesday March 15, 2017

JESSICA LYNN

TRANSGENDER ACTIVIST

"Professional speaker and outspoken advocate renowned across the country for her honest speaking style and ongoing tour series explaining her experiences as a parent living as a transgender women."

For more information, visit Jessica's webpage at:

www.jessicalynn.website

EVERYONE IS WELCOMED!

SEXUAL IDENTITY: A
SOCIOLOGICAL
PERSPECTIVE

WHERE: UNIVERSITY
STUDENT UNION, 3RD
FLOOR – LOS
ANGELES ROOM

TIME: 1:40PM – 2:55PM

FOOD &
REFRESHMENTS
WILL BE
PROVIDED!

**Join Sociology
Club here:**





INFORMATION & EVENT SERVICES

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

Date/Time Stamp: RECEIVED FEB 15 2017 @ 11:35 am Initials: AH

MEETING ROOM REQUEST FORM

Type of Sponsor: [X] Recognized Club/Org
Organization Name: Sociology Club
Phone Number: (562) 304-3711
Date of Event*: March 15, 2017
Reservation Contact: Jessica Mehdikhani
Email: jessicazar22@gmail.com
Title of Event: Sexual Identity: A Sociological Perspective

Access Start Time: 1:00 pm Event Start Time: Event End Time: Access End time: 3 pm

Event Contact: Faculty/Staff Advisors Name: Dr Roseann Gierusso Extension: 32200

Once the Reservation has been confirmed, the Reservation or Event Contact must be the person to sign. (ID Required)

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

Street Address: City/State/Zip Code:

EVENT INFORMATION

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

- Registration, admission fees, or donations are being accepted: YES [X] NO
There will be guest participants that are 51% from off-campus: YES [X] NO
There will be vendors fair or exhibitors as part of this event: YES [X] NO
Alcohol will be served: YES [X] NO
Food will be served: YES [X] NO
This event is directed related to the educational mission of the University: YES [X] NO
This event is sponsored or promoted by a non-University or off-campus organization: YES [X] NO
This event is a profit-making venture: YES [X] NO
Decorations, banners, or signs will be displayed: YES [X] NO
The media will be notified about the event: YES [X] NO
A movie/film/documentary will be shown at this event: YES [X] NO
This event is co-sponsored by the University-Student Union: YES [X] NO

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

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

PREFERRED ROOM SET UP

- Theatre Style [X] Banquet Style Reception Style Specialized
Conference Style Classroom Style Discussion Circle
Expected Attendance Setup Count: 100

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 [X] Chairs [X] Cocktail Tables

NOTES :

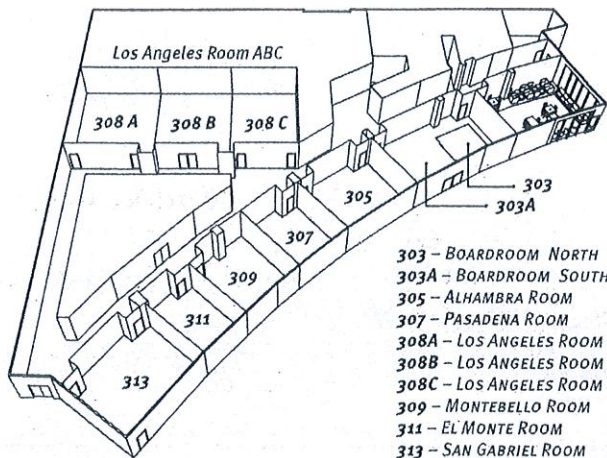
Requestor's Signature: Jessica Mehdikhani Date: 2/15/17

Before you sign, please review your information at the front/back of this page to ensure accuracy.

Processed by: New Request Revised/Updated Request Res#

LOS ANGELES ROOM CONCERT PA (For Bands Only)

Wired Microphone _____ up to 7 available i-pod Connection DI Box (Direct Input Box) 1 available
 For events with a band playing, please set-up a meeting with an AV/Building Coordinator at the U-SU Front Desk 107.



MEDIA SERVICES - SMALL ROOMS

These rooms DO NOT come with a built-in Audio and Visual System. Please select a room and individual items needed for the event.

- | | |
|--|--|
| <input type="radio"/> BOARD ROOM SOUTH | <input type="radio"/> DLP Projector |
| <input type="radio"/> PASADENA | <input type="radio"/> Portable Speakers |
| <input type="radio"/> MONTEBELLO | <input type="radio"/> Laser Pointer/Powerpoint Clicker |
| <input type="radio"/> EL MONTE | <input type="radio"/> Non-Amplified Podium |
| | <input type="radio"/> Laser Pointer/Powerpoint Clicker |
| | <input type="radio"/> Laptop VGA Adaptors: |
| | <input type="radio"/> MAC <input type="radio"/> PC <input type="radio"/> OTHER |

MEDIA SERVICES - SMART ROOMS

These rooms come with a built-in Audio and Visual System.

Select the room(s) needed for audio/visual equipment then add accessories below.

- BOARD ROOM NORTH
- ALHAMBRA
- SAN GABRIEL
- LOS ANGELES A
- LOS ANGELES B
- LOS ANGELES C
- LOS ANGELES ABC Screens:
- LOS ANGELES BC Screens:

*Sponsors are responsible for providing their own laptop

ACCESSORIES

If you selected a room, each room comes with a Podium, Projector, and Screen. Select additional items below if needed.

- 3.5 mm Jack for Audio Connection (for Sound)
- Podium Microphone
- Wireless Microphone: Hand-held _____ Up to 2
- Wireless Microphone: Lavalier (Clip Mic) _____ Up to 2
- Music Playback: iPod CD
- DVD/VHS DVD VHS
- Laser Pointer/Powerpoint Clicker
- Laptop/VGA Adaptors: MAC PC OTHER

NOTE: To reserve the theatre, once the request form has been submitted a meeting must be set up with the Media Services Technical Coordinator.

MEDIA SERVICES THEATRE - U-SU THEATRE PACKAGES

- Basic Sound - CD/MP3 Player with 1 Wireless Mic Add Podium
- Full Sound - CD/MP3 Player - Wireless Mics _____ up to 5 available DI Box _____ up to 2 Wired Mics _____ up to 5 available
- HD Cinema - Projector, Blu Ray, DVD/VHS Player Add 2 Wireless Mics Add Computer/Sound Connection
- Presentation - Projector, Computer/Sound Connection, Podium Add 3 Wireless Mics Add Blu Ray or DVD/VHS Player
- Discussion Panel - Podium with Microphone and 5 Tabletop Wireless Mics Add Projector with Computer/Sound Connection
- Basic Stage Lighting - Stage Wash
- Full Stage Lighting - Stage Wash, Side Light, Down Wash, LED, and Cyc Wash Follow Spot (Requires Tech at Hourly Rate)
- Laptop VGA Adaptors: MAC PC OTHER

RESERVATION AGREEMENT

- Jm I understand initialing this agreement gives me the responsibility to pass this information to either the main contact or the event contact of this event.
 Name: Jessica Mehdikhani
- Jm I understand that failure to come and sign my Reservation Confirmation after 2 business days from notification, will result in an **automatic cancellation**.
- Jm I understand **ALL** event must be finalized **NO** later than 2 business days prior to the event date.
- Jm I understand if no update on reservation request is received 3 business days after submitting Request Form, it is the sponsor/department/club/organization's responsibility to follow up with our office.
- Jm I understand I, or my event contact, will need to present an ID in order to check-in the day of the event.
- Jm I understand my reservation must be cancelled **2 business days** prior to the event date, or it will be considered a No-Show.
- Jm I understand that submitting requests less than 10 business days in advance does not guarantee my paperwork will be processed in time.



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 # E29140
Event Date: 3/15/2017 Wednesday

Client/Organization Sociology Club	Event Date 3/15/2017 (Wed)	Booking Contact Daisy Villalobos	Event # E29140
Address 5154 State University Dr.		City, St/Prov Postal Los Angeles, CA 90032	Booking Tel (562) 204-5008
Party Name Sexual Identity	Sales Rep Amanda Tapia	Theme	Category
		Guests 100 (Act)	

Venue

Description	Type	Start	End	Banquet Room	Setup Style
		12:45 pm	1:00 pm	Student Union	Delivery

Food & Beverage

Food/Service Items	Unit	Price	Total
Delivery to USU-LA Room BC for 1:00pm			
(6) Large (Fifteen 12" Sub)- CUT INTO 4's	Platter(s)	80.00	480.00
- (30) Roasted Turkey			
- (30) Ham & Swiss			
- (30) Roast Beef			
- Condiments			
(1) Small (Six 12" Sub)- Cut in Half	Platter(s)	36.00	36.00
- (6) Caprese			
- Condiments			
(1) Large - Caesar Salad with Garlic Croutons (75-100pp)	Bowl(s)	120.00	120.00
(1) Full Sheet Cake- German Chocolate	Each	80.00	80.00
Cake to Read: "Welcome Jessica Lynn"	Each		
(100) -Disposables	Each	0.35	35.00

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	751.00	0.00	0.00	0.00	0.00	0.00	0.00	751.00
Service Charge	127.67	0.00	0.00	0.00	0.00	0.00	0.00	127.67
Taxes	76.88	0.00	0.00	0.00	0.00	0.00	0.00	76.88
Total	955.55	0.00	0.00	0.00	0.00	0.00	0.00	955.55

Authorized Signature & Date: _____

GEH Signature & Date: _____

Subtotal	751.00	Paid	0.00
Tax	76.88	Balance	955.55
Service Charge	127.67		
Total Value	955.55		

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 Charged where applicable. 72 Hours Guest Count Confirmation and Cancellation Notice Needed.

Authorized Signature & Date: _____

GEH Signature & Date: _____