

ASI Associated Students, Inc.

Funding Request Form

2017-18

"...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

Officer Name:
 Officer Title:
 Address:
 City/State/Zip:
 Phone & Email:
 Officer Signature:

Organization

Club/Organization: Gravitas Animation Society
 Event Title: Animation Option Visiting Artists
 Date(s) of Event: 3/13/2018 Semester Select One...
 Location of Event: Los Angeles Room 308C
 Expected Total Attendance: 50
 Expected Attendance of Cal State LA Students: 45

Event Description and Total Cost Breakdown

Briefly describe the event:

Artist Nick Sumida will be coming on campus to present a lecture and share his experiences.

Is the event open to all Cal State LA students?: Select One...

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

By giving students an insight into opportunities in illustration and storyboarding in the industry.

Hospitality

Description	Amount

Honoraria/Contracts

Description	Amount
Visiting Artist Nick Sumida	\$150.00

Marketing

Description	Amount
	0

Other

Description	Amount

Event Summary

Total Cost of Event: 0
 Amount Requested from A.S.I.: \$150.00
 Amount from other sources:

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:

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CALIFORNIA STATE UNIVERSITY, LOS ANGELES UNIVERSITY STUDENT UNION

MEETING ROOM REQUEST FORM

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

Type of Sponsor: [X] Recognized Club/Org [] Cal State LA Department [] Off-Campus [] Other

Organization Name: Gravitas Animation Society Reservation Contact: Roxana Jonczyk

Phone Number: _____ Email: _____

Date of Event*: March 13 Title of Event: Animation Option visiting Artists

Access Start Time: 3:45pm Event Start Time: 4pm Event End Time: 6pm Access End time: 6:15pm

Event Contact: Zachary Zezima Phone Number: _____

Faculty/Staff Advisors Name: Zachary Zezima Extension: _____

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

Street Address: _____ City/State/Zip Code: _____

SPECIAL EVENT INSURANCE CAN BE PROVIDED: Yes [] IF YES, sponsor must name the University-Student Union, the State of California, the Trustee of the California State University, the California State University, Los Angeles, and their officers, agents, employees and volunteers as additional insured. The general liability limit must be of no less than one million dollars (\$1,000,000).

No [] If NO, sponsor will be required to complete Event Insurance Assessment Form (Schedule B).

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 directly related to the educational mission of the University: [X] YES [] 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 (i.e. product show, or solicitation of goods or services): [] YES [X] NO
Decorations, banners, or signs will be displayed: [] YES [X] NO
The media will be notified about the event (newspapers, television, radio stations etc.): [] 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** [X] Los Angeles Room 308C** [] San Gabriel Room 313**
[] Boardroom North & South 303** [] Los Angeles Room 308BC**

PREFERRED ROOM SET UP

- [X] Theatre Style [] Banquet Style [] Reception Style [] Specialized
[] Conference Style [] Classroom Style [] Discussion Circle
Expected Attendance [] Setup Count: 50
(For specialized setups, sponsors will need to meet with a coordinator for more details.)

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 _____ Chairs _____ Cocktail Tables _____

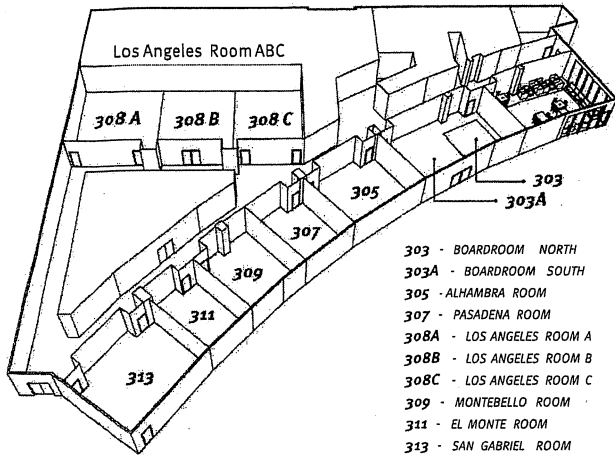
NOTES :

Requestor's Signature: _____ Date: 2/2/18

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

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 Event Services Coordinator at the U-SU Front Desk 107.



MEDIA SERVICES - NON-SMART ROOMS

These rooms come with a media cart upon request.
 Please select a room and individual items needed for the event.

- BOARD ROOM SOUTH
- PASADENA
- MONTEBELLO
- EL MONTE

MEDIA CART OPTIONS

- LCD Projector
- Bluetooth
- MP3 Playback
- FM Radio
- Sound Connection

ACCESSORIES

- Non-Amplified Podium
- Laser Pointer/Powerpoint Clicker
- Laptop VGA Adaptors: MAC HDMI Surface

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: A B C Side C
- LOS ANGELES BC B C Side C

*Sponsors are responsible for providing their own laptop

PODIUM OPTIONS

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 2 Up to 2
- Wireless Microphone: Lavalier (Clip Mic) 1 Up to 2
- Music Playback: iPod CD
- DVD/VHS DVD VHS
- Laser Pointer/Powerpoint Clicker
- Laptop/VGA Adaptors: MAC HDMI Surface

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

MEDIA SERVICES THEATER - U-SU THEATER PACKAGES

- Basic Sound - CD/Mp3 player with 1 Wireless Mic Podium Bluetooth Audio
- Full Sound - CD/Mp3 player Wireless Mics 5 available DI Box 2 available Bluetooth Audio
- HD Cinema - Projector, Blu-Ray, THX, DVD/VHS player 2 Wireless Mics Computer/Sound Connection Bluetooth Audio
- Presentation - Projector, Computer/Sound connection, Podium 3 Wireless Mics Blu-Ray or DVD/VHS Player Bluetooth Audio
- Discussion Panel - Podium with Microphone, & 5 Table top Wireless Mics Projector w/ computer sound connection Bluetooth Audio
- Basic Stage Lighting - Stage Wash Follow spot (Requires tech @ hourly rate)
- Full Stage Lighting - Stage Wash, Side Light, Down Wash, LED, & Cyc Wash
- Laptop VGA Adaptors: MAC HDMI Surface

Reservation Agreement

- P1 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: Roxana Jonczyk
- P2 I understand that failure to come and sign my Reservation Confirmation after 2 business days from notification, will result in an **automatic cancellation**.
- P3 I understand **ALL** events must be finalized **NO** later than 2 business days prior to the event date.
- P4 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.
- P5 I understand I, or my event contact, will need to present an ID in order to check-in the day of the event, and **ONLY** I or my event contact can sign and/or make changes to the reservation.
- P6 I understand my reservation must be canceled **2 business days** prior to the event date, or it will be considered a No-Show.
- P7 I understand that submitting requests less than **10 business days** in advance does not guarantee my paperwork will be processed in time.

STUDENT ORGANIZATION EVENT REGISTRATION FORM



This form must be completed 10 business 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 online 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: Gravitas Animation Society PHONE: _____
 EVENT CONTACT NAME: Roxana Janczyk Zachary Rezima
 NAME OF EVENT: Animation option visiting artists LOCATION: U-SU room reservation
 EVENT DATE: March 13 BEGIN TIME: 4pm END TIME: 6pm ESTIMATED ATTENDANCE: LA-C 50

TYPE OF ACTIVITY (THE UNIVERSITY'S GENERAL RELEASE WILL BE REQUIRED FOR CERTAIN EVENTS.)

- | | | | |
|---------------------|----------------------------|-------------------|-----------------------|
| BENEFITS TO PROCEED | <u>EDUCATIONAL PROGRAM</u> | SPIRITUAL PROGRAM | RECREATIONAL PROGRAM |
| DANCE/PARTY | SOCIAL PROGRAM | COMMUNITY SERVICE | CONFERENCE/CONVENTION |
| OTHER: _____ | | | |

WILL YOUR EVENT INCLUDE ANY OF THE FOLLOWING? (PLEASE CHECK ALL THAT APPLY)

- | | | |
|---|---|---|
| <input type="checkbox"/> SPORTS ACTIVITY OR COMPETITION | <input type="checkbox"/> FOREST/PARK CLEAN-UP | <input type="checkbox"/> INTERNATIONAL TRAVEL |
| <input type="checkbox"/> BEACH CLEAN-UP | <input type="checkbox"/> INDOOR/OUTDOOR COOKING | <input type="checkbox"/> DOMESTIC TRAVEL |
| <input type="checkbox"/> BEACH BONFIRE | | |

PLEASE DESCRIBE THE EVENT BELOW (INCLUDE ALL ACTIVITIES):

Nick Sumida will be coming on campus to do a lecture and share his experiences.

WHO IS INVITED (CHECK ALL THAT APPLY):

- STUDENT ORG. MEMBERS CAL STATE LA COMMUNITY OTHER COLLEGES & UNIV. GENERAL PUBLIC GUEST LIST

Events intended for the general Cal State LA 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, PARTICIPATION FEE, OR RAISE ANY PROCEEDS TO BENEFIT THE ORGANIZATION? (If yes, please complete statement regarding proceeds to benefit transactions on the back of this form) NO YES

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

WILL FOOD BE SERVED AT THE EVENT? NO YES
 IF YES, WHO WILL PROVIDE THE FOOD? UNIVERSITY CATERING OTHER: _____
 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 _____ PLEASE LIST 2 TIPS TRAINED MEMBERS ON PAGE 2.

WILL OFF-CAMPUS MEDIA BE NOTIFIED ABOUT THE EVENT (NEWSPAPER, TV, RADIO, ETC.)? NO YES, PLEASE PROVIDE WHO WILL BE INVITED ON PAGE 2.

DOES THE STUDENT ORGANIZATION WANT TO PURCHASE SPECIAL EVENT INSURANCE FOR THIS EVENT? NO YES

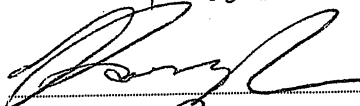
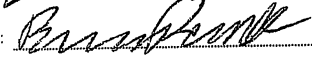
Please be aware that student organization events are not covered for liability or other insurance by California State University, Los Angeles or the University-Student Union. Student organization officers or the advisor may be held personally liable. If the student organization would like to purchase Special Event Insurance for a particular event, please contact CSI.

STATEMENT REGARDING PROCEEDS TO BENEFIT TRANSACTIONS

As officers of this recognized student organization at Cal State LA, we affirm that all proceeds raised or assets assigned will be used solely for the benefit of the organization as a whole. Further, it is affirmed that no proceeds or assets of this organizations will accrue to the benefit of any officer, member, or any private person. We also affirm that all proceeds transactions for this event will comply with all University policies and procedures including but not limited to ICSUAM Policy 3141.01 and the Cal State LA Student Organization Funds Administration Policy. Describe the admission charge, registration, participation fee, or any proceeds that will be raised to benefit the organization. Please include how much the organization will be charging for any of these proceeds.

NO admission charge and no proceeds

PRESIDENT: Roxana Jonczyk
 TREASURER: Brennan DeGratt

SIGNATURE:  DATE: 2/1/18
 SIGNATURE:  DATE: 2/1/18

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 Student Conduct.
- 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 to be in attendance of the entire event. Additional guidelines may be enforced.
- PUBLICITY:** All publicity material 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 LA."
- GENERAL RELEASE:** 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.

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. I ACKNOWLEDGE THAT THIS EVENT AND ANY ASSOCIATED EVENT SPACE RESERVATIONS MAY BE SUBJECT TO CANCELLATION BASED ON MY ORGANIZATION'S RECOGNITION STATUS.

STUDENT ORG. OFFICER'S NAME
 Roxana Jonczyk
 ADVISOR'S NAME

SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY)

DATE:
 1/31/18
 2/1/18

Zachary Rezin

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204)

SIGNATURE

DATE

CSI VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY



2/2/18

ASSISTANT DEAN OF STUDENTS: WELLNESS & ENGAGEMENT

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:



THE ANIMATION OPTION

VISITING ARTIST

SERIES

presents

lecture & screening!

NICK SUMIDA

THURSDAY
MAR 13TH

University-Student Union
3RD floor • Los Angeles Room C

4PM - 6PM

The 2018 Visiting Artist Series commits to inviting accomplished artists to Cal State LA to share their artistic experiences with students. Nick Sumida is a comic artist and illustrator whom is originally from Hawaii. He now works at Nickelodeon as a writer and storyboard artist for the show **Harvey Beaks**. Come join us as we reflect on Nick's artwork and how its relevance applies to aspiring artists on campus!


brought to you by the
GRAVITAS ANIMATION SOCIETY

ASI

ASSOCIATED STUDENTS, INC.

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


 **Zachary Zezima**

to Nicholas 

Btw we should be able to pay you a \$150 honorarium for your time.

And what show are you on right now? Did you change from Harvey Beaks?

 **Nicholas Sumida**

to Zachary 

Thats cool! Yeah, I left Nickelodeon and now I'm storyboarding on an upcoming Netflix show called 12 Forever at PUNY animation. I think it's coming out next year.
