

ASI Associated Students, Inc.

Funding Request Form

"...For the Students, by the Students!"

2018-19

Necessary Documents:

- ☐ Event Flyer w/ ASI 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 Artist Series
Date(s) of Event: 09/27/2018 Semester Fall
Location of Event: Los Angeles Room 308A
Expected Total Attendance: 30
Expected Attendance of Cal State LA Students: 30

Event Description and Total Cost Breakdown

Briefly describe the event:

We are inviting character designer and storyboard artist Stephen Silver to lecture regarding his works and experiences as an artist.

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

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

This program is meant to educate students on art processes and give students a perspective in working in the art/animation industry as well as provide an opportunity for networking.

Hospitality

Description	Amount
N/A	

Honoraria/Contracts

Description	Amount
Stephen Silver	\$150.00

Marketing

Description	Amount
N/A	\$0.00

Other

Description	Amount
N/A	

Event Summary

Total Cost of Event: \$150.00
Amount Requested from ASI: \$150.00
Amount from other sources: \$0.00

What other resources are you employing for this event?

N/A

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: DN

18 AUG 2018 11:56:18

Information and Event Services
5154 State University Drive
Room 107
Los Angeles CA 90032
323.343.2465 / 323.343.2454

vm mm 8/10

Reservation Confirmation

Sponsor

Louise Arianna Santos
Gravitas Animation Society
5154 State University Drive
Los Angeles, CA 90032

Reservation: 12674

Event Name: Animation Option Visiting Artist:
Welcoming Stephen Silver
Status: Confirmed
Phone: 310.994.5593
Email Address: 
Event Contact: 
Phone: 

Bookings / Details

Quantity

Payment (via cash, check, or purchase order) is required at least ten (10) business days before the event date. Please make checks payable to the University-Student Union at CSULA.

Reservations are tentative until all applicable fees have been paid. Failure to submit payment by the deadline specified above can result in the cancellation of the reservation.

Appointment Date _____
Appointment Date _____

Met with Event Services: _____
Met with Media Services: _____

Food Permit

For events not catered by UAS-Food Services (GEH), an approved Temporary Food Permit is required.
For events catered by UAS-Food Services, please provide a copy of the Banquet Event Order (BEO) provided to you.

Will food be served?

NO

Thursday, September 27, 2018

**1:00 PM - 4:00 PM Animation Option Visiting Artist: Welcoming Stephen Silver (Confirmed) U-SU Los Angeles
Room A - 308A**

Theater for 30

Room Charge: 1

Event Services:

Los Angeles Room Chairs 30

Media Services - Conference:

Multimedia Podium - Los Angeles A (MPLA) 1

Laptop Presentation: VGA Video Connection

Laptop Presentation: 3.5 mm Sound Connection

Lectern Microphone: Podium Mic

Music Playback: i-pod

Laptop Display Adapters: MAC-Mini DisplayPort

GENERAL STATEMENT AND GUIDELINES

- Scheduling of all University-Student Union (U-SU) facilities and equipment is arranged through the Information and Event Services Office.
- All functions scheduled for use in the U-SU are subject to the approval by the Union Executive Director or designee.

Bookings / Details**Quantity**

- The Information & Event Services Office schedules space on a first-come, first-serve basis.
- The Information and Event Services Office reserves the right to:

Reassign facilities in order to maximize efficient and effective use of its facilities.

Cancel an event or modify the extent of services provided in the event of utility interruptions, campus emergencies, and threat of imminent danger or natural disasters.

The Information and Event Services Office will make an effort to notify the sponsor if reassignment is necessary.

CONDUCT AND RESPONSIBILITY OF SPONSORS

- Event sponsors are defined as U-SU Board of Directors, Administration, Programs and Tenants, ASI, CSULA Divisions, Departments and Offices, registered CSULA Student Organizations and off-campus groups or individuals.

- Applicable fees may apply and are dependent on the scope of any event.

- Sponsors using U-SU facilities must restore them to original condition.

- Sponsors reserving space in the U-SU are responsible for the behavior of their guests and members.

- Student Organizations must be in good standing and officially recognized by the U-SU Center for Student Involvement. Failure to do so by the established deadline date, will automatically void all reservation privileges and all standing reservations will be canceled.

- No sponsor of any type may reserve space on behalf of another sponsor, group, or individual. Sponsors violating this policy may be subject to applicable rate charges and/or suspension of facility reservation privileges.

- It is agreed that any charges arising from the use of the U-SU facilities will be billed to the organization or individual indicated on the reservation confirmation, and will remain the obligation of the individual until paid. This will include any theft or property damage occurring from the use of the facility under the provisions of this agreement.

- Sponsors using the U-SU facilities must have their reservation confirmation in his or her possession at the time of occupancy and present, upon request, as evidence that proper arrangements for occupancy have been made. *The sponsor reserving the space must be the primary organizer of the event and must be present at the event to assist in event management and coordination.*

- Event details, including changes in set-up, equipment and staffing, must be finalized no later than two (2) business days prior to the event date or will be subject to late fees to cover costs for unscheduled labor.

- All sponsors must ensure that food and beverage items must be picked up and properly disposed. Direct cleaning expenses may be billed to the sponsor at the discretion of the on duty Building Manager if excessive cleaning of the room(s) is required above and beyond the normal cleaning conducted.

- The U-SU strongly encourages sponsors to obtain insurance, and may, at its sole discretion, require that insurance be provided for certain events.

CO-SPONSORSHIP

- When groups falling into two different fee categories elect to co-sponsor an event, the higher facility rate shall be used to determine fees.

- The person reserving space for organization must be the primary organizer and contact person for the event.

- Event sponsors and organization members must be present during the entire event and attend any planning meetings.

- Student Clubs and Organizations recognized by the Center for Student Involvement are not permitted to reserve space for the purpose of a campus department or off-campus function.

- The sponsoring organization/individual is responsible for the conduct of all participants as well as others attending the event.

RESERVATION PAYMENT, PRE-PAYMENT, & INVOICING FOR EVENTS**Off-Campus Reservations:**

- Reservations cancelled more than thirty (30) days in advance, one-hundred percent (100%) of deposit will be refunded.

- Reservations cancelled less than thirty (30) days in advance, but more than two (business days), fifty percent (50%) of collected fees will be refunded.

- Reservations cancelled less than two (2) business days prior to the event will not be refunded.

On-Campus Reservations:

- Reservations cancelled more than ten (10) business days in advance will not be invoiced.

- Reservations cancelled less than ten (10) business days in advance, but more than two (2) business days will be invoiced for fifty percent (50%) of meeting space rental fee.

- Reservations cancelled less than two (2) business days prior to the event, will be invoiced in full. If a purchase order has been deposited in lieu of payment, the sponsor will be billed for the total charges.

PAYMENT and PRE-PAYMENT for EVENTS

Reservations requested more than thirty (30) days in advance will require a fifty percent (50%) deposit at the time of the reservation request and full payment no later than ten (10) business days prior to the event or via a Purchase Order.

Reservations requested less than thirty (30) days in advance will require full payment within five (5) business days after the reservation is requested.

Reservations requested less than five (5) business days will require payment in full at the time of the reservation

Bookings / Details

Quantity

request.

For events involving ticket sales, charges such as room rent, cleaning, labor, etc., an amount will be deducted from the gross ticket sales and the balance will be paid via check to the sponsoring organization. Check processing will take approximately ten (10) business days. If the amount collected from ticket sales does not cover expenses, the sponsoring organization will be required to pay the difference.

Reservations will be considered tentative and subject to cancellation until charges are paid in full.

Payment must come directly from sponsor making the reservation.

INVOICING FOR EVENTS

Invoices are processed within five (5) business days after the event date. Payment is due upon receipt of invoice.

Prior event charges for the U-SU and University facilities must be paid in full before any subsequent facility usage by the same group will be approved.

If applicable, an estimate of charges will be printed on the reservation confirmation at the time the reservation is made.

Potential charges include the room rental, staff/personnel, extended hours, cleaning, AV equipment and linen fees.

Final charges may be significantly different than the original estimate depending on the scope of the event. *If payment is made by check and the check is not honored, a \$25.00 service charge will be assessed. The original charges and the service fee must then be paid with cash, money order, or cashier's check.*

Cal State LA will be a smoke and tobacco free campus. "Smoke Free" means the use of cigarettes, pipes, cigars, and other "smoke" emanating products including e-cigarettes, vapor devices and other like products are prohibited on all University properties. "Tobacco Free" means the use of cigarettes, pipes, cigars, smokeless tobacco, snuffs, and other tobacco products are prohibited on all University properties.

The policies and procedures of the University- Student Union are hereby incorporated and made part of this agreement. It is the responsibility of the event sponsor to inform the guests and performers of these policies and procedures and ensure compliance.

The vendor/sponsor agrees to indemnify and hold harmless 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 against any and all losses and expenses including attorney's fees and costs or claims for injury or damages by reason of liability imposed or claimed to be imposed by law upon the vendor/sponsor for damage because of bodily injuries, including death at any consequence of the performance of the performance of the terms of this agreement.

Your signature below represents acceptance of this agreement. I as a representative of the above the above stated sponsor agree to abide by the policies of the University- Student Union, and all applicable University-Student Union laws and regulations.

Reservation Contact's Signature



Date

08/21/18

RECEIVED AUG 20, 2019

mm 11:45 am



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: ☒ Recognized Club/Org ☐ Cal State LA Department ☐ Off-Campus ☐ Other

Organization Name: Gravitas Animation Society

Phone Number: 3109945693

Date of Event*: 9/27/18 1:30-3:30 pm

Reservation Contact: 323-343-2465

Email: z.zec@calstate-la.edu

Title of Event: Animation Option Visiting Artist: Stephen Silver

Access Start Time: 1 pm Access End time: 4 pm

Event Contact: [Redacted] Phone Number: [Redacted]

Culty/Staff: [Redacted] Extension: 3

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: (Additional fees may apply)

Registration, admission fees, or donations are being accepted:

☐ YES ☒ NO

If so, please specify amount: \$ _____

1% or more guests/participants will be from off-campus

☐ YES ☒ NO

There will be a vendors fair or exhibitors as part of this event:

☐ YES ☒ NO

Alcohol will be served:

☐ YES ☒ NO

If so, an approved request to serve Alcoholic Beverages form must be submitted.

Food will be served:

☐ YES ☒ NO

If so, who is providing? _____

This event is directly related to the educational mission of the University:

☒ YES ☐ NO

This event is sponsored or promoted by a non-University or off-campus organization:

☐ YES ☒ NO

If so specify: _____

This event is a profit-making venture (i.e. product show, or solicitation of goods or services):

☐ YES ☒ NO

Decorations, banners, or signs will be displayed:

☐ YES ☒ NO

If yes, please describe: _____

This event will include filming or recording:

☐ YES ☒ NO

If so, please specify: _____

Media will be notified about the event (newspapers, television, radio stations etc.):

☐ YES ☒ NO

If so, specify: _____

Movie/film/documentary will be shown at this event:

☐ YES ☒ NO

If so, viewing rights must be provided before event can be confirmed.

This event is co-sponsored by the U-SU or on-campus department

☐ YES ☒ NO

If so, specify: ☐ CCC ☐ CSI ☐ Other: _____

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

<input checked="" type="checkbox"/> U-SU Theatre 106**	<input type="checkbox"/> Alhambra Room 305**	<input checked="" type="checkbox"/> Los Angeles Room 308A**	<input type="checkbox"/> Montebello Room 309
<input type="checkbox"/> Boardroom South 303A	<input type="checkbox"/> Pasadena Room 307	<input type="checkbox"/> Los Angeles Room 308B**	<input type="checkbox"/> El Monte Room 311
<input type="checkbox"/> Boardroom North 303B**	<input type="checkbox"/> Los Angeles Room 308ABC**	<input type="checkbox"/> Los Angeles Room 308C**	<input type="checkbox"/> San Gabriel Room 313**
<input type="checkbox"/> Boardroom North & South 303**	<input type="checkbox"/> Los Angeles Room 308BC**		

REFERRED ROOM SET UP

☒ Theatre Style ☐ Banquet Style ☐ Reception Style ☐ Classroom Style ☐ Discussion Circle

Expected Attendance ☒ Setup Count:

☐ Specialized (For specialized setups, sponsors will need to meet with a coordinator for more details.)

30

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 _____

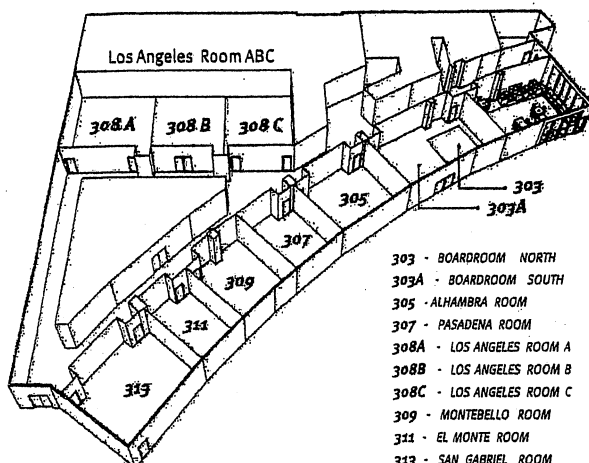
NOTES: Projector will be needed.

Requestor's Signature: [Signature]

Date: 8/8/18

☐ **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.

- ☐ BOARDROOM SOUTH
- ☐ PASADENA
- ☐ MONTEBELLO
- ☐ EL MONTE

MEDIA CART OPTIONS

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

ACCESSORIES

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

ROOM OPTIONS

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

- ☐ Wireless Audio Connection (for bands)
- ☒ Podium Microphone
- ☐ Wireless Microphone: Handheld
- ☐ Wireless Microphone: Lavalier (Lap Mic)
- ☐ Music Playback
- ☐ iPod
- ☐ iPad
- ☐ 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 Wireless Mic
- ☐ Full Sound: CD/MP3 player
- ☐ HD Cinema: Projector, Blu-Ray, HD DVD/VHS player
- ☐ Presentation: Projector, Computer/Sound connection, Podium
- ☐ Discussion Panel: Podium with microphone, 4-seater for Wireless Mics
- ☐ Basic Stage Lighting: Stage Wash
- ☐ Full Stage Lighting: Stage Wash, Side Light, Down Wash, LED & Eye Wash
- ☐ Laptop VGA Adaptors
- ☐ Wireless Mics
- ☐ Wireless Mics
- ☐ Computer/Sound connection
- ☐ Blu-Ray/HD/DVD/VHS Player
- ☐ Projector w/ computer sound connection
- ☐ Follow Spot (Requires tech or hourly rate)
- ☐ Podium
- ☐ DEBox
- ☐ Bluetooth Audio
- ☐ Bluetooth Audio
- ☐ Bluetooth Audio
- ☐ Bluetooth Audio
- ☐ Bluetooth Audio
- ☐ Bluetooth Audio

Reservation Agreement

LS 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: Louise Santos

LS I understand that failure to come and sign my Reservation Confirmation after 2 business days from notification, will result in an **automatic cancellation**.

LS I understand **ALL** events must be finalized **NO** later than 2 business days prior to the event date.

LS 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.

LS 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.

LS I understand my reservation must be canceled **2 business days** prior to the event date, or it will be considered a No-Show.

LS I understand that submitting requests less than **10 business days** in advance does not guarantee my paperwork will be processed in time.

Processed by: _____

☐ New Request

OFFICE USE ONLY

☐ Revised/Updated Request

☐ Res# _____

Updated 4/16/2018

STUDENT ORGANIZATION EVENT REGISTRATION FORM

COMPLETED



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: [REDACTED] DATE: 8/14/18
EVENT CONTACT NAME [REDACTED] EMAIL: [REDACTED]

NAME OF EVENT: WELCOMING ANIMATION OPTION VISITING ARTIST: STEPHEN SILVER LOCATION: LOS ANGELES 308A
EVENT DATE: 9/27/18 BEGIN TIME: 1:30 pm END TIME: 3:30 pm ESTIMATED ATTENDANCE: 25

TYPE OF ACTIVITY (THE UNIVERSITY'S GENERAL RELEASE WILL BE REQUIRED FOR CERTAIN EVENTS.)
☐ BENEFITS TO PROCEED ☐ EDUCATIONAL PROGRAM ☐ SPIRITUAL PROGRAM ☐ RECREATIONAL PROGRAM
☐ DANCE/PARTY ☐ SOCIAL PROGRAM ☐ COMMUNITY SERVICE ☐ CONFERENCE/CONVENTION
☐ OTHER: ☒ SPEAKER/PANEL

WILL YOUR EVENT INCLUDE ANY OF THE FOLLOWING? (PLEASE CHECK ALL THAT APPLY)
☐ SPORTS ACTIVITY OR COMPETITION ☐ FOREST/PARK CLEAN-UP ☐ INTERNATIONAL TRAVEL
☐ BEACH CLEAN-UP ☐ INDOOR/OUTDOOR COOKING ☐ DOMESTIC TRAVEL
☐ BEACH BONFIRE ☐ AMPLIFIED SOUND ☐ ANIMALS

PLEASE DESCRIBE THE EVENT BELOW (INCLUDE ALL ACTIVITIES):
Lecture on animation industry.

HOW WILL YOU MARKET THIS EVENT? (CHECK ALL THAT APPLY)
☒ SOCIAL MEDIA ☐ PRINTED POSTCARDS ☒ PRINTED POSTERS/FLIERS ☐ OTHER:

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
If so, please affirm organization members and guests will not consume alcohol. 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

RECEIVED

8/29/18 CA

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.

PRESIDENT: _____

SIGNATURE: _____

DATE: _____

TREASURER: _____

SIGNATURE: _____

DATE: _____

U-SU STUDENT: _____

or ☐

APPROVED EXEMPT STATUS: CSI VERIFICATION _____

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 comply with University Administrative Procedures AP P003 and AP P007.

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

SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY)

DATE:

8/19/18

8/20/18

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204)

SIGNATURE: _____

DATE:

CSI VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY

9/20/18

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: _____

☐ OTHER: _____ DATE: _____

☐ U-SU BUSINESS OFFICE DATE: _____

NOTES OR UPDATES: (TIPS-TRAINED MEMBERS, INVITED MEDIA, ADDITIONAL INFORMATION/REQUIREMENTS)



Hi Zachary,

Thanks for reaching out. I could do a two hour program, mixed with lecture and Q and A. Please let me know a few specific dates to insure my availability. Also, what I will bring with me is some of my books, so please let the students know that those will be available for purchase after the talk.

Thankyou

[JOIN NEWSLETTER](#)

[MY SCHOOL](#)

[MY FACEBOOK](#)

[MY WEBSITE](#)

[MY ART APPS](#)

On Monday, July 9, 2016, 6:52:04 AM PDT, Squarespace <110-161x@squarespace.info> wrote:

Name: [REDACTED]

Email Address: [REDACTED]

Message: Hi

My name is [REDACTED]

and I am animation faculty at Cal State LA. One of my students recently saw a lecture of yours and recommended I contact you about our upcoming visiting artist program.

Would you be interested in being a visiting artist any time this upcoming academic year? We can work with your schedule. We typically can allot 2-3 hours for these visits and you can use as much or as little time as you'd like for a lecture, workshop, portfolio review, a mix, or anything else you might like to do! Since we are a state school we have a small budget but can offer you a \$150 honorarium for your time.

Let me know what you think! Looking forward to hearing from you, and thanks again.

[REDACTED]

2018 - 2019

ANIMATION OPTION VISITING ARTISTS

FALL

SEP 27TH 1:30 - 3:30

STEPHEN SILVER

CHARACTER DESIGNER, STORYBOARD ARTIST, AND AUTHOR

NOV 1ST 12:00 - 2:30

ENCYCLOPEDIA PICTURA

3D ANIMATION STUDIO, TV SHOW PRODUCER, AND VIDEO GAME DESIGNER

NOV 28TH 1:00 - 3:00

PHYLICIA FUENTES

ANIMATOR, ILLUSTRATOR, STORYBOARD ARTIST, AND CHARACTER DESIGNER

The opinions and opinions of the Animation
do not necessarily reflect those of Associated
Students, Inc., students, etc., or the Association
of California State Universities, or the State
APPROVED FOR POSTING ON 10/1/18

EXHIBITION DATE

SEP 14

SPRING

QUIQUE RIVERA
AMBAR NAVARRO
JORGE GUTIERREZ

GRAVITAS
ANIMATION SOCIETY

ASI

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

