

# ASX

# LET'S TALK ABOUT OUR MOON CYCLES

NOVEMBER 6  
U-SU 3RD FLOOR  
12-1:30 PM



**ASSOCIATED STUDENTS, INC.**

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





**UNIVERSITY  
STUDENT UNION**

Event Registration

**Let's Talk About Our Moon Cycles**

Submitted By: [REDACTED] on 10/9/2019 1:34:13 AM

**[APPROVED]**

### Basic Information

Student organizations must complete and submit this form at least 10 business days prior to the event date. Reservations for on campus events will not be confirmed unless this form has been completed.

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

Student Organization

### Host Organization Name

What Organization/Department is hosting the event?

Mujeres Activas en Letras y Cambio Social

### Event Name

Let's Talk About Our Moon Cycles

### Estimated Attendance

25

### About the event

Please describe what this event is about and include all intended activities that will take place.

Moon Cycles? What are they? Why are they important? Join MALCS de Cal State LA in exploring new methods to interact with our cycles and dismantle mainstream negativity around our flows.

### Time & Location

#### Start Date/Time

11/06/2019 - 12:00 PM

#### End Date/Time

11/06/2019 - 1:30 PM

**Where will the event take place?**

On campus

## On Campus Locations

University-Student Union Building

## Specific Address/Location Information

Include on campus room/site information or off campus address. Note, submitting this Event Registration form will not confirm your event space.

U-SU Third Floor

## 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

[Redacted] Submitting this form.

### Officer Contact Phone Number

[Redacted]

### Contact Email

Provide the officer's email address.

[Redacted]

### Organization Advisor Phone Number

[Redacted]

### Organization Advisor Name

[Redacted]

### Organization Advisor Email Field

Please ensure your advisor's email address is entered accurately. This Event Registration Form will be sent to your advisor for approval before CSI can approve it.

[Redacted]

## Marketing

No publicity may be distributed or posted online until this form has been submitted and approved. Both off and on-campus events must also have a confirmed reservation prior to marketing. All publicity material must comply with University Administrative Procedures AP P003 and AP P007. All printed marketing to be used for marketing registered events are required to be stamped by CSI prior to their approved posting. Stamps can be obtained after the event has been registered. All printed material may be posted for up to a period of fourteen (14) calendar days. For student organizations, the "POSTING VALID THRU \_\_\_\_" stamp must be clearly visible on the face of the posting.

How do you plan on marketing this event?

Printed posters/fliers

Social Media

Email

### **Social Media Site**

Instagram

### **Social Media Handle**

malcsdecalstatela

### **Printed Media Upload\***

If you plan on marketing this event with printed media, please upload a copy for review.

bbe229e9-0c43-4266-bf6a-a3d4a3e4090c.pdf

### **Who is invited to this event?**

Student organization members

Cal State LA Community

General Public

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

No

### **Tags**

COMMUNITY BUILDING

EDUCATIONAL

HEALTH & WELLNESS

SOCIAL

SPIRITUAL

### **Cover Image**

Please select an image that corresponds to your event.



## Event Details

### Event Category

Please select any of the categories above that best describes your event. Note, organization meetings do not need to be registered.

Educational Workshop/Program

Spiritual Program

### Planned Activities

Will your event have any of the following activities? The University's General Release will be required for certain activities.

Not Applicable

### Who will be providing the food?

University Catering

### Will the event have security?

No

### Will food be served at the event?

Yes

### Will the event have an admission charge, registration fee, or raise any proceeds to benefit the organization

No

### Will you be requesting funding from Associated Students, Incorporated?

For more information on Club and Organization Funding please visit: <https://asicalstatela.org/services/clubs-and-organizations-funding>

Yes

For any other questions contact the Vice President for Finance by calling 323-343-4778.

**Will a movie be shown at this event?**

No

**Will alcohol be served at this event?**

No

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

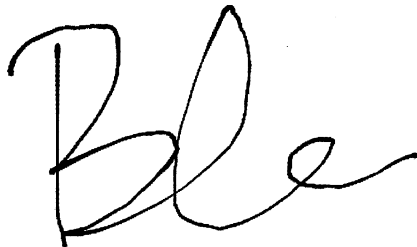
If yes, the organization affirms that members and guests will not consume alcohol at the event.

No

### Acknowledgment

**AS AN OFFICER OF THIS ORGANIZATION, 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.**

Signature Pad Field

A handwritten signature in black ink, appearing to be 'Ble', written on a signature pad.

### Event Guidelines & Resources

#### Student Organization 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 the Office of the Dean of Students.

**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 and two Sexual Violence Prevention & Resources Trained (SVPT) members to be in attendance of the entire event. Additional guidelines can be found in the Student Organization Handbook.

**Publicity:** All publicity material must comply with University Administrative Procedures AP P003 and AP P007. All printed marketing to be used for marketing registered events are required to be stamped by CSI prior to their approved posting. Stamps can be obtained after the event has been registered. All printed material may be posted for up to a period of fourteen (14) calendar days. For student organizations, the "POSTING VALID THRU\_\_\_\_" stamp must be clearly visible on the face of the posting.

**General Release Waiver Forms:** 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.

## Student Organization Event Resources

### Additional Required Forms

The following forms may be required based on your event details. If required, these complete forms must be uploaded at the time your organization is registering its event at least 10 business days prior to your event date.

- Temporary Food Facility Permit
- Request to Serve Alcoholic Beverages Form
- Amplified Sound Permit

### Additional Resources

#### University-Student Union Event Space Forms

The following forms must be used to complete your tabling, meeting, and event space requests at the University-Student Union. For more information refer to the University-Student Union Operations.

- External Table Request Form
- Information Table Request Form
- Meeting Request Form
- Outdoor Event Request Form

#### Use of Facilities Forms:

The following forms can be used to complete your event space requests. For more information refer to the Use of Facilities.

- External Space Request Form
- Filming Request Application





Golden  
Eagle  
Hospitality

for: Event # E37739  
on: Wednesday, November 6, 2019

|  |                               |   |                           |
|--|-------------------------------|---|---------------------------|
| Client/Organization<br>Mujeres Activas en Letras y Cambio Social | Event Date<br>11/6/2019 (Wed) | Booking Contact<br>[REDACTED]                 | Event #<br>E37739         |
| Address<br>5151 State University Drive                           |                               | City, St/Prov Postal<br>Los Angeles, CA 90032 | Booking Tel<br>[REDACTED] |
| Party Name<br>Let's Talk About Our Moon Cycles                   | Sales Rep<br>Amanda Tapia     | Theme   | Category                  |

### Venue

| Description | Type | Start    | End      | Banquet Room  | Setup Style |
|-------------|------|----------|----------|---------------|-------------|
|             |      | 11:25 am | 11:40 am | Student Union | Delivery    |

### Food & Beverage

| Food/Service Items   | Unit       | Price | Total |
|--|------------|-------|-------|
| **Deliver to USU -TBD at 11:40 AM **                       |            |       |       |
| (30) -Disposables  | Each       | 0.50  | 15.00 |
| (1) Small - Homemade Potato Chips With Onion Dip (15-35pp) | Bowl(s)    | 50.00 | 50.00 |
| (1) Medium (Ten 12" Sub) Cut in 4's                        | Platter(s) | 55.00 | 55.00 |
| -(3) Chicken Salad   |            |       |       |
| -(3) Caprese (Tomato/Basil/Mozzarella)                     |            |       |       |
| -(2) Turkey Club   |            |       |       |
| -(2) Roasted Vegetables                                    |            |       |       |
| (2) Assorted Baked Cookies                                 | Dozen(s)   | 16.00 | 32.00 |
| (1) Pink Lemonade  | Gallon(s)  | 20.00 | 20.00 |
| Water Service  |            |       |       |

|                | Food   | Beverage | Liquor | Equipment | Labor | Room | Other | Total  |
|----------------|--------|----------|--------|-----------|-------|------|-------|--------|
| Subtotal       | 152.00 | 20.00    | 0.00   | 0.00      | 0.00  | 0.00 | 0.00  | 172.00 |
| Service Charge | 25.84  | 3.40     | 0.00   | 0.00      | 0.00  | 0.00 | 0.00  | 29.24  |
| Taxes          | 16.90  | 2.22     | 0.00   | 0.00      | 0.00  | 0.00 | 0.00  | 19.12  |
| Total          | 194.74 | 25.62    | 0.00   | 0.00      | 0.00  | 0.00 | 0.00  | 220.36 |

Authorized Signature & Date: \_\_\_\_\_  
(Please sign & date all pages)

E37739 - Mujeres Activas en Letras y Cambio Social

|                |        |         |        |
|----------------|--------|---------|--------|
| Subtotal       | 172.00 | Paid    | 0.00   |
| Tax            | 19.12  | Balance | 220.36 |
| Service Charge | 29.24  |         |        |
| Total Value    | 220.36 |         |        |

**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 9.5% Sales Tax will be Charged where applicable. 72 Hours Guest Count Confirmation and Cancellation Notice Needed.**

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Authorized Signature & Date: \_\_\_\_\_  
(Please sign & date all pages)



MALCS de CalStateLA <csula.malcs@gmail.com>

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## Speaker Confirmation for Event

2 messages

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MALCS de CalStateLA <csula.malcs@gmail.com>

Fri, Oct 11, 2019 at 10:20 AM

To: [REDACTED]

Good Evening [REDACTED]

All of us at MALCS de Cal State LA are extremely excited to be able to host you as the facilitator for our "Let's Talk About Our Moon Cycles" event on November 6, 2019 from 12:00 to 1:30 pm. We just wanted to confirm that your speaker fee will be in the amount of \$360.

Please confirm the details above and let us know if you have any questions or concerns.

We look forward to having you on our campus and are excited for you to share your knowledge with our students and the Cal State LA community.

Gracias,

[REDACTED] on behalf of

MALCS:

Mujeres Activas en Letras y Cambio Social de Cal State L.A.

Women Active in Letters and Social Change at Cal State L.A

Follow us on:

instagram @malcsdeCalStateLA

"A woman who writes has power, and a woman with power is feared."

— Gloria E. Anzaldúa

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To: MALCS de CalStateLA <csula.malcs@gmail.com>

Fri, Oct 11, 2019 at 10:21 AM

Confirmed, thank you! I'm honored and look forward to facilitating this event.

Paz,

[REDACTED]  
[Quoted text hidden]

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[REDACTED]  
(she/hers/ella)

Holistic Menstrual Coach  
[REDACTED]