

FUNDING REQUEST FORM

2019-2020

PART 1 - NOTICE & CHECKLIST**IMPORTANT**

1. All Funding Request Forms must be submitted by 12 PM Friday, the week before the Funding Sub-Committee Meetings.
2. 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.

☒ EVENT FLYER WITH ASI LOGO☐ CSI EVENT REGISTRATION FORM☐ ESTIMATES/FOOD PERMITS☒ EVENT ESTIMATES / INVOICES**PART 2 - CONTACT & ORGANIZATION**O
T
A
C
P

CLUB/ORG: Tespa @ Cal State LA

EVENT TITLE: LA Showdown

DATE(S) OF EVENT: 11/25/2019

SEMESTER: FALL

EVENT LOCATION: USU 3rd Floor

EXPECTED ATTENDANCE: 100

EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 100

SIGNATURE: *Alvin***PART 3 - EVENT DESCRIPTION**IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? ☒ YES ☐ NO

BRIEFLY DESCRIBE THE EVENT:

LA Showdown is a free to attend gaming event held at Cal State LA with tournaments, raffles, and giveaways. BYOC (Bring your own computer/console) event.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

This event will introduce the gaming to a broader audience on campus where attendees can meet new friends who share the love for gaming.

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
	UAS Catering	1,627.06			
MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT 1,627.06
 TOTAL REQUESTED FROM ASI 1,627.06
 AMOUNT FROM OTHER SOURCES 0.00

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

N/A

OFFICE USE ONLYSTAFF INITIALS *SR*

TIME STAMP: 11/10/19 4:35:05



Event Registration

LA Showdown

Submitted By: [REDACTED] on 10/19/2019 4:08:01 PM

[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?

Tespa @ Cal State LA

Event Name

LA Showdown

Estimated Attendance

100

About the event

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

The event will be a free to attend event where students and the Cal State LA community can come together to celebrate gaming and enjoy free raffles. There will be food served from UAS catering and raffles and tournaments. Anyone is invited and we encourage people to come and enjoy gaming with Cal State LA's gaming clubs. The main event room will be held in LA rooms BC where people can bring their own computers or laptops to enjoy free play with each other. There will be Smash Brothers setups in others rooms as well. The tournaments will be free to enter.

Time & Location

Start Date/Time

11/25/2019 - 11:00 AM

End Date/Time

11/25/2019 - 6:00 PM

How do you plan on marketing this event?

Printed posters/fliers

Social Media

Other

Social Media Site

Facebook

Social Media Handle

<https://www.facebook.com/groups/tespaatcsula/>

Printed Media Upload*

If you plan on marketing this event with printed media, please upload a copy for review.
c766952f-5f26-4c08-9f29-4668131ab6e6.png

What other methods of marketing will your organization use?

Tabling

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

SOCIAL

Cover Image

Please select an image that corresponds to your event.

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

Planned Activities

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

Will the event have security?

No

Who will be providing the food?

University Catering

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

Waivers

The activities you've selected for this event will require usage of the campus General Release Waiver which is accessible through the check-in process. Cal State LA student

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 # E37791
on: Monday, November 25, 2019

Client/Organization TESPA @ Cal State LA	Event Date 11/25/2019 (Mon)	Booking Contact [REDACTED]	Event # E37791
Address 5154 State University Drive		City, St/Prov Postal Los Angeles, CA 90032	Booking Tel [REDACTED]
Guests 200 (Act)			
Party Name TESPA @ Cal State LA	Sales Rep Amy Miers	Theme	Category

Venue

Description	Type	Start 11:45 am	End 3:00 pm	Banquet Room Student Union	Setup Style Delivery
-------------	------	-------------------	----------------	-------------------------------	-------------------------

Food & Beverage

Food/Service Items	Unit	Price	Total
**Deliver to USU LA Rooms			
BC **			

Deliver to at 12:00PM

(100) Disposables (Plates and Cups Only)	Each	0.20	20.00
(40) Chicken Tender Strips with BBQ Sauce	Dozen(s)	16.00	640.00
(1) Water Service	Each	15.00	15.00

Deliver at 3:00PM -
Replenish

(100) Disposables (Plates and Cups Only)	Each	0.20	20.00
(40) Chicken Tender Strips with BBQ Sauce	Dozen(s)	14.00	560.00
(1) Water Refill	Each	15.00	15.00

Notes

Trying for ASI Funding

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

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	1,255.00	15.00	0.00	0.00	0.00	0.00	0.00	1,270.00
Service Charge	213.35	2.55	0.00	0.00	0.00	0.00	0.00	215.90
Taxes	139.49	1.67	0.00	0.00	0.00	0.00	0.00	141.16
Total	1,607.84	19.22	0.00	0.00	0.00	0.00	0.00	1,627.06

Subtotal	1,270.00	Paid	0.00
Tax	141.16	Balance	1,627.06
Service Charge	215.90		
Total Value	1,627.06		

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.

Account#

Fund#

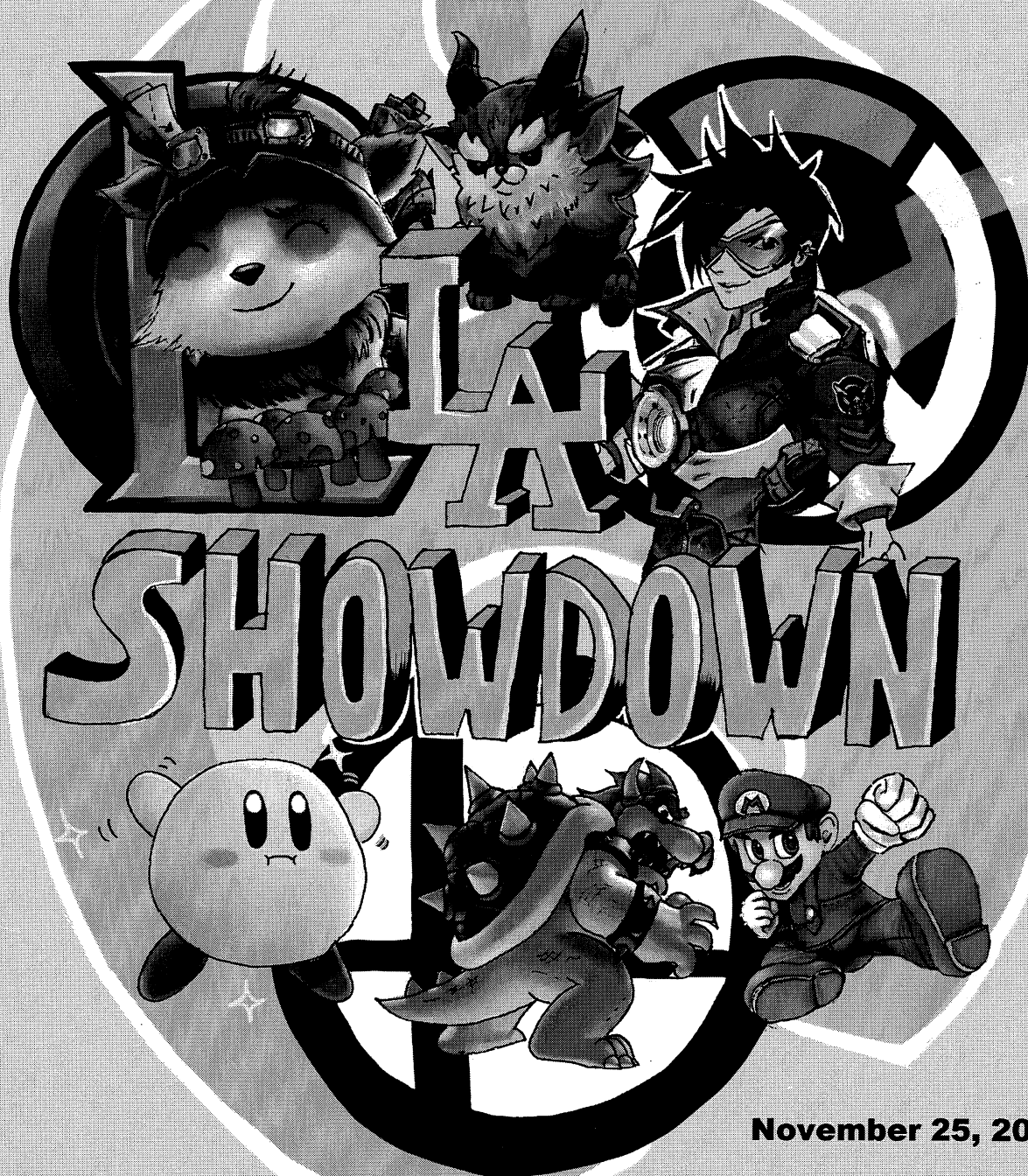
Dept#

Program Code#

Project ID#

Purchase Order#

**This is a FREE to attend Bring
Your Own PC/Console event with
FREE food, Raffles, and
Tournaments!**



November 25, 2019

Hosts:

Tespa @ Cal State LA

Super Smash Bros Club @ Cal State LA

League of Legends Club @ Cal State LA

USU 3rd Floor Rooms:

- Los Angeles B & C**
- Alhambra**
- Pasadena**



ASSOCIATED STUDENTS, INC.

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