

# 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

CLUB/ORG: Gravitas Animation Society  
 EVENT TITLE: Gravitas 11th Annual Showcase Reception  
 DATE(S) OF EVENT: 5/8/2020      SEMESTER: SPRING  
 EVENT LOCATION: Boardroom North and South  
 EXPECTED ATTENDANCE: 50  
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 50

SIGNATURE: *[Signature]*

## PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS?  YES  NO

BRIEFLY DESCRIBE THE EVENT:

Gravitas will be hosting our 11th annual animation showcase with reception. Food will be served and be open to the public.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

This event will promote student animated works and will also serve as a networking event. It will also give Cal State LA the opportunity to speak with rising artist in the animation field.

## PART 4 - COST BREAKDOWN

HOSPITALITY		HONORARIA / CONTRACTS	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:
Food/Service items	648.26		

  

MARKETING		OTHER	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:

## PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT      648.26  
 TOTAL REQUESTED FROM ASI      648.26  
 AMOUNT FROM OTHER SOURCES     

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

### OFFICE USE ONLY

STAFF INITIALS *SR*  
 TIME STAMP:

70 FEB 20 11:54:10





**UNIVERSITY  
STUDENT UNION**

Event Registration

## Gravitas Animation Society 11th Annual Showcase Reception

[APPROVED]

Revised By: [REDACTED] on 2/19/2020 10:47:01 AM - Version 3

### 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?

Gravitas Animation Society

### Event Name

Gravitas Animation Society 11th Annual Showcase Reception

### Estimated Attendance

Please describe the estimated attendance of participants for this event. Please note that based on your response, your organization may need to comply with additional campus policies and procedures before this event can be registered. For more information please refer to the Student Organization Handbook sections on Ticketing and Guidelines for Campus Facility Reservation.

70

### About the event

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

Gravitas will be hosting our 11th annual animation showcase with reception. Food will be served and be open to the public.

### Time & Location

#### Start Date/Time

05/08/2020 - 6:00 PM

#### End Date/Time

05/08/2020 - 8:20 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.  
Boardroom North and South

## 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

Please provide the name of the officer submitting this form.

[REDACTED]

### 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?

Social Media

**Social Media Site**

Facebook

Instagram

Twitter

**Social Media Handle**

@calstategravitas @CsulaGravitas

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

FOOD    MUSIC & ENTERTAINMENT    SOCIAL

**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.

Conference/Convention

Recreational Program

Social 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

### 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.

**For this event, will your organization be seeking tax deductible private external fund raising support?**

Are you seeking sponsorship from private individuals or external companies/organizations off campus that may require additional tax documentation? (Individual donations that do not require tax documentation do not count.)

No

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

No

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

Does your organization plan on serving alcohol at its 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

## 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 website and Administrative Procedure 505 Use of Facilities and Equipment:

- External Space Request Form
- Filming Request Application





for: Event # E38317  
on: Friday, May 8, 2020

Client/Organization GRAVITAS - Animation Society	Event Date 5/8/2020 (Fri)	Booking Contact [REDACTED]	Event # E38317
Address 5151 State University Dirve		City, St/Prov Postal Los Angeles, CA 90032	Booking Tel [REDACTED]
Party Name GRAVITAS 11th Annual Showcase	Sales Rep Amanda Tapia	Theme	Category
		Guests 50 (Act)	

### Venue

Description	Type	Start	End	Banquet Room	Setup Style
		5:45 pm	6:00 pm	Off-Site	Delivery

### Food & Beverage

Food/Service Items	Unit	Price	Total
Delivery to USU- Boardroom for 6:00pm			
(50) Disposables	Each	0.50	25.00
(2) Tofu Mushroom Skewers	Dozen(s)	24.00	48.00
(2) Achiote Chicken Skewers with Mango Glaze	Dozen(s)	24.00	48.00
(2) Pulled Pork Sliders	Dozen(s)	30.00	60.00
(2) BBQ Chicken Sliders	Dozen(s)	30.00	60.00
(1) Small - Caesar Salad with Garlic Croutons (15-25pp)	Bowl(s)	40.00	40.00
(1) Small - Hummus And Pita Chips (15-35pp)	Bowl(s)	65.00	65.00
(1) Half Sheet Cake(48 Slices)- Red Velvet	Each	80.00	80.00
(2) Assorted Baked Cookies	Dozen(s)	18.00	36.00
(2) Pink Lemonade	Gallon(s)	22.00	44.00

Water Service

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	462.00	44.00	0.00	0.00	0.00	0.00	0.00	506.00
Service Charge	78.54	7.48	0.00	0.00	0.00	0.00	0.00	86.02
Taxes	51.35	4.89	0.00	0.00	0.00	0.00	0.00	56.24
Total	591.89	56.37	0.00	0.00	0.00	0.00	0.00	648.26

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

*[Signature]* 2/21

**GRAVITAS ANIMATION SOCIETY  
PRESENTS  
11TH ANNUAL ANIMATION  
SPRING SHOWCASE**



**FRIDAY MAY 5th 2019**

Boardroom North and South

6pm - 8pm

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