

FUNDING REQUEST FORM

2021-2022

PART 1 - NOTICE & CHECKLIST**IMPORTANT**

1. All Funding Request Packets must be submitted by 12 PM Friday, the week before the Funding Sub-Committee Meetings.
2. Funding Request Packets must be turned in no less than 5 business days (1 week) prior to the event.
3. Deadline for Request for Payment or Purchase Order (RPP) is 15 days after the event.

CSI EVENT REGISTRATION FORM

EVENT ESTIMATES / INVOICES (NOT PAID)

EVENT FLYER WITH ASI LOGO

REQUIRED SUPPORTING MATERIAL
BASED ON PURCHASES/EVENT**PART 2 - CONTACT & ORGANIZATION**

OFFICER NAME:

OFFICER TITLE:

ADDRESS:

CITY:

STATE:

ZIP:

PHONE:

EMAIL:

SIGNATURE:

CLUB/ORG:

EVENT TITLE:

DATE(S) OF EVENT:

SEMESTER:

EVENT LOCATION:

TOTAL ATTENDANCE:

EXPECTED CAL STATE LA STUDENTS ATTENDANCE:

PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS?

YES

NO

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

BRIEFLY DESCRIBE THE EVENT:

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT

TOTAL REQUESTED FROM ASI

AMOUNT FROM OTHER SOURCES

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

OFFICE USE ONLY

STAFF INITIALS

TIME STAMP:



Event Registration

Questions of Life ad Death in the Moche Culture and Beyond A Symposium in Homage to Walter Alva

Submitted By [REDACTED] on 2/7/2023 5:46:22 PM

Basic Information

Student organizations must complete and submit this form at least 10 business days prior to the event/meeting date. Reservations for on-campus events/meetings 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?

Art History Society of CSULA

Event Name

Questions of Life ad Death in the Moche Culture and Beyond A Symposium in Homage to Walter Alva

Estimated Attendance

Please describe the estimated attendance of participants for this event.

300

Large On-Campus Events

Large on-campus events will be subject to University guidance, state, city, and county regulations. Student organizations must provide additional information and present their plans before the [Use of Facilities Committee](#) for events that meet the following criteria:

- If the expected attendance is over 100+ outdoors or 50+ indoors
- If there will be onsite cash handling* or selling of merchandise (*does not include student organization fundraisers on the walkway and/or U-SU Plaza)
- If the event is co-sponsored or sponsored by an outside organization
- If more than 50% of attendees will be from off-campus
- If there will be amplified sound
- If the event involves an off-campus, high profile guest and/or speaker

Student organizations are required to register all large in-person on-campus events, meetings, and activities at least **20 business days prior to the event date** through the [Event Registration Form](#). Once this form has been received by the Center for Student Involvement, the student event coordinator will be contacted for more information and provided information on how to proceed with their large event plans.

About the event

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

Our 2023, and first Andean Art Symposium, organized by the Art History Society of California State University, Los Angeles, will focus on the Moche Culture which flourished along the northern coast and valleys of Peru in the Chicama and Trujillo Valleys,

between 1 and 750 AD.

Our symposium is in homage to Walter Alva, one of the most distinguished archaeologists in Peru that worked and excavated in the Moche region for 45 years. Our guest speakers are among the top scholars in the Andean field and will explore the diverse aspects of Moche archaeology and art, whose legacy was very influential in the development of later Andean cultures.

Time & Location

Submitting this form DOES NOT reserve the space. Please visit the resources at the bottom of this form to submit the appropriate reservation request.

Events/meetings that repeat or occur on non-consecutive dates will need to be registered separately per each date, (e.g. if you plan on having a meeting on multiple days in the month). For more information on how to repeat registered events check out this [Presence guide](#)

Start Date/Time

03/11/2023 - 8:00 AM

End Date/Time

03/11/2023 - 7:30 PM

What format will this event/meeting use?

Hybrid events and meetings are defined as a mixture of in-person events/meetings with a virtual component usually running simultaneously and with overlapping content and interactive elements.

In-Person

Do participants need to RSVP?

Yes

How can participants RSVP for this event?

Online

RSVP Link

Requires http:// or https://

<https://www.eventbrite.com/e/questions-of-life-and-death-in-the-moche-culture-and-beyond-t>

Where will your in-person event/meeting take place?

On-Campus

On Campus Locations

Student Services Building

Event/Meeting Virtual Link and/or In-Person Location

For virtual event/meetings, please enter the link where attendees can access the event/meeting.

For in-person on-campus events/meetings please add the room information where you'll be hosting.

For in-person off-campus events/meetings please add the full address of the venue.

For hybrid events/meetings please enter both the link and the in-person location.

Golden Eagle Ballroom

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 Email

Provide the advisor's Cal State LA email address.

[REDACTED]

Organization Advisor Name

Please provide the name of the student organization advisor.

[REDACTED]

Marketing

No publicity may be distributed or posted online until this form has been submitted and approved. All publicity material must comply with University Administrative Procedures AP P003 and AP P007. For Fall 2020 only electronic or virtual forms of marketing will be approved for student organizations.

How do you plan on marketing this event?

Website

Website URL for marketing

Requires http:// or https://

https://www.eventbrite.com/e/questions-of-life-and-death-in-the-moche-culture-and-beyond-tickets-459891226037?aff=ebdshpsearchautocomplete&_gl=1*rnjjlj*_up*MQ..&gclid=CjwKCAiAioifBhAXEiwApzCztbDkM1Yzv5wQYFGAMOcDIYU8EVSd-VWnzUkkfJSHD-mdljqTfwztBoCokeEQAvD_BwE&gclidsrc=aw.ds

Who is invited to this event?

Cal State LA Community
Other Colleges & Universities
General Public

Which institutions have been invited to this event?

Neighboring schools

Will off-campus media be notified about this event?

No

Tags

EDUCATIONAL

Cover Image

Please select an image that corresponds to your event.

THE ART HISTORY SOCIETY OF CAL STATE LA PRESENTS

QUESTIONS OF LIFE AND DEATH IN THE MOCHE CULTURE AND BEYOND

A SYMPOSIUM IN HOMAGE TO WALTER ALVA

MARCH 11, 2023

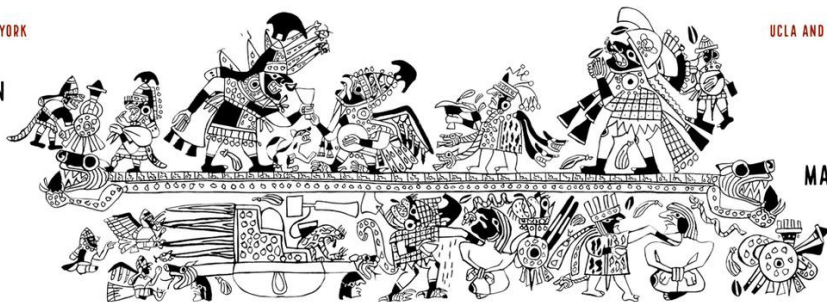
JOANNE PILLSBURY
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IZUMI SHIMADA
SOUTHERN ILLINOIS UNIVERSITY, CARBONDALE



WALTER ALVA
DIRECTOR EMERITUS OF THE ROYAL TOMBS OF SIPÁN MUSEUM, LAMBAYEQUE

ELENA PHIPPS
UCLA AND METROPOLITAN MUSEUM OF ART, NEW YORK

AMY OAKLAND
CAL STATE EAST BAY






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CAL STATE LOS ANGELES
5151 STATE UNIVERSITY DR.
LOS ANGELES, CA 90032


VISIT US ON:
FACEBOOK: AHSULA
INSTAGRAM: @CSULA_AHS



ASSOCIATED STUDENTS, INC.
OFFICIAL STUDENT ORGANIZATION OF CAL STATE LOS ANGELES

ARVEY FOUNDATION

REGISTER FOR EVENT
FREE ADMISSION



Event Details

Event Category

Please select any of the categories above that best describes your event. Note, for Fall 2022 organization meetings and tabling must also be registered.

Educational Workshop/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

Will food be served at the event?

Food may be served at indoor and outdoor events, so long as the appropriate approval is received via the Temporary Food Permit.

Yes

Who will be providing the food?

University Catering

UAS Catering Banquet Event Order*

You've indicated that the food at your event will be provided by UAS Catering. Please upload the most recent Banquet Event Order (BEO).

[daa814b0-6ef5-43b6-96ab-a34b9abf28d1.pdf](#)

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?

Student organizations must purchase the viewing rights or obtain permission from the owner of the movie in order to show movies at student organization events.

No

Acknowledgment

Hybrid Event/Meeting Check-in Data Collection and Contact Tracing

Student organizations are **required to check-in** all Cal State LA student attendees at on-campus hybrid events/meetings held indoors via the Presence Checkpoint app at the event. This is mandatory for all student organizations hosting events/meetings in-person or with in-person components. For more information on how to use this feature and meet this requirement, students should refer to the [Presence Guide to Event Check-in](#).

Guests (anyone other than a Cal State LA Student) at indoor hybrid events/meetings **cannot check-in through the Presence Checkpoint app and are required to check-in** through the [Cal State LA Student organization Event Guest Check-in Form](#). Guests must successfully complete the [COVID19 Health Self-Screening](#) prior to entering an event.

Participant and/or guests data collection for outdoor events is not required for attendees but is required for student event coordinators (including students who table for the organization and who will be present throughout the duration of the outdoor event/meeting) through the Presence Checkpoint app.

Attendance recordkeeping must be updated within 24 hours of the conclusion of the meeting or event.

Failure to check-in all event/meeting attendees can result in the student organization's revocation in their ability to host events and can ultimately affect their student organization recognition and the benefits associated with that status.

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

2022- 2023 Event Registration Procedures

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](#).

In compliance with [University](#) guidelines, Cal State LA student organization events and meetings for Fall and Spring Semesters 2022-



Golden
Eagle
Hospitality

for: Event # E39927
on: Saturday, March 11, 2023

Client/Organization Art History Society	Event Date 3/11/2023 (Sat)	Booking Contact [REDACTED]	Event # E39927
Address 5151 State University Drive FA 228		City, St/Prov Postal Los Angeles, CA 90032	Booking Tel [REDACTED]
Party Name Art History Event	Sales Rep Amanda Tapia	Theme Conference	Category [REDACTED]

Venue

Description	Type	Start	End	Room Chg	Banquet Room	Setup Style	
		7:00 am	6:00 pm	0.00	Ballrm 3	Theater	
Food & Beverage				Equipment/Miscellaneous			
Food/Service Items	Unit	Price	Total	Food/Service Items	Unit	Price	Total
8:00am Breakfast Service				(1) Parking Lot Rental	Each	200.00	200.00
(200) Pastries and Coffee Service	Guest(s)	8.00	1,600.00	(8) Directional Signs	Each	20.00	160.00
Lunch served at 12:00pm				Patio Set-up			
(200) Hot Prepackaged Meals (Peruvian Menu)	Each	15.00	3,000.00	(5) Check-in Tables w/ 3 Chairs each	Each	5.00	25.00
(200) Assorted Bottled Beverages	Each	2.50	500.00	(12) Cocktail Tables w/ House Linen	Each	20.00	240.00
Snack Served at 3:30 pm (break until 4pm)				Ballroom #3 Set-up			
(200) Snack Break (Desserts & Coffee Service)	Guest(s)	8.00	1,600.00	(1) Theater-style for 200+ guests (TBD)	Each		
				(3) Av Cart, Projector and Screen (Client to provide laptop)	Each	50.00	150.00
				(1) Podium and Microphones (Laptop on Podium)	Each	50.00	50.00
				(1) Black Pipe and Drape	Each	125.00	125.00
				(1) Riser	Each	125.00	125.00
				(10 Chairs bext to stage for Award Presentation at 5:15 pm)			
				University Club			
				Conference style for 25*			
				(Used by Speakers)			

Notes

7am - ballroom set up
 8am - coffee with pastries (no tea)
 830am - check in
 12pm - 2pm - Lunch
 Break 3:30pm - coffee service with cookies / brownies
 Water station all day in back
 4pm - back to ballroom
 5:15 pm - award ceremony
 6pm ends

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	6,700.00	0.00	0.00	1,075.00	0.00	0.00	0.00	7,775.00
Service Charge	1,139.00	0.00	0.00	182.75	0.00	0.00	0.00	1,321.75
Taxes	744.71	0.00	0.00	0.00	0.00	0.00	0.00	744.71
Total	8,583.71	0.00	0.00	1,257.75	0.00	0.00	0.00	9,841.46

Subtotal	7,775.00	Paid	0.00
Tax	744.71	Balance	9,841.46
Service Charge	1,321.75		
Total Value	9,841.46		

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 Signer. 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	#	
Department	#	
Program Code	#	
Project ID	#	
Purchase Order	#	

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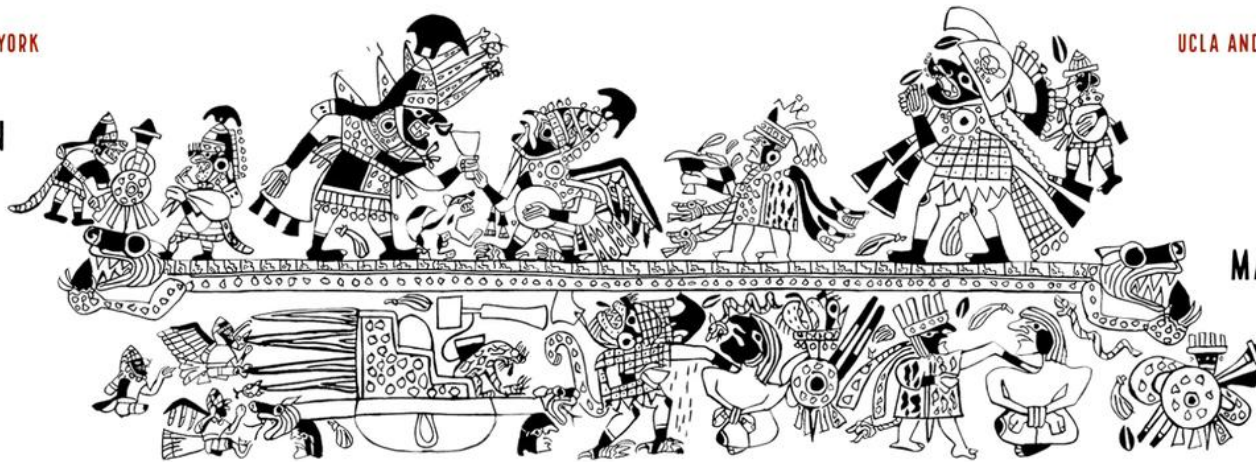
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