

FUNDING REQUEST FORM

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: *Raymond Wright*

CLUB/ORG: Film Production Student Club
 EVENT TITLE: Golden Eagle Film Festival
 DATE(S) OF EVENT: 4/27/23, 4/28/23, 4/29/23 SEMESTER: SPRING
 EVENT LOCATION: University Student Union Theatre/TVFM Soundstage
 TOTAL ATTENDANCE: Min. 200 attendees
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: TBA

PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

A film festival where event attendees will feast their senses upon films with genres of all types from filmmakers whose original creative works will flourish for the first time on the big screen. Film submissions will be accepted from the Cal State LA students; Awards will be presented showcasing the art and craft of filmmaking. Faculty will work closely with students in TVFM and will be responsible for voting on the submitted works. All short films, documentaries, animated works, and features submitted will be live-streamed for folks at home or abroad. That way everyone can tune in together spreading the reach, touch, and influence of the GEFF. GEFF will give all Cal State LA the professional networking experience onto out campus. We will provide industry professionals and current Cal State LA students the opportunity to share their love of filmmaking together as well as preparing them for the real world.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

The festival will bring together the hardworking and driven students of film and curious minds alike. Our mission: Is to showcase the emerging and existing filmmaking talent within the Cal State LA community. Inclusivity from all angles is the primary focus of "Lights, Camera, All in!" Our plan is to bring together a community of filmmakers and film lovers, and to then reach out to others whose interest in the art of filmmaking can be fully realized. We hope to spark conversation and discussion pertaining to the artistic works of our Cal State LA students and the wider community.

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:
	Lunch	\$3,200.00
Dinner	\$4,800.00	

HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
	Awards	\$560.00
Speaker (MC)	\$710.00	

MARKETING	DESCRIPTION:	AMOUNT:
	Poster 1st Round	\$50.00
Poster 2nd Round	\$50.00	
Program Book	\$500.00	

OTHER	DESCRIPTION:	AMOUNT:
	Merchandise	\$2,690.00
Decorations	\$150.00	

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:





Golden
Eagle
Hospitality

for: Event # E39997
on: Saturday, April 29, 2023

Client/Organization Television, Film & Media Studies Departme	Event Date 4/29/2023 (Sat)	Booking Contact [REDACTED]	Event # E39997
Address TVF 102 - Music Building #107		City, St/Prov Postal Los Angeles, CA 90032	Booking Tel [REDACTED] Guests 150 (Act)
Party Name Golden Eagle Film Festival/Alumni I	Sales Rep Amanda Tapia	Theme Meeting	Category Business

Venue

Description	Type	Start	End	Banquet Room
		6:30 pm	7:30 pm	Off-Site
Food & Beverage				Equipment/Miscellaneous
Food/Service Items	Unit	Price	Total	Food/Service Items
Served in Music Courtyard for 6:30 PM				(15) Labor Fee (2 Servers and 1 Bartender)
(150) Platters- Buffet-style Cheese Plate Fruit Plate Hummus w/ vegetables and assorted bread Charcuterie (variety of cured meats)	Guest(s)	17.00	2,550.00	Hour(s) 40.00 600.00
(150) Assorted Dessert Bars	Guest(s)	4.00	600.00	
(150) Lemonade and Water Station	Guest(s)	5.00	750.00	
(150) Hosted Bar (beer and wine only)	Guest(s)	16.00	2,400.00	

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	3,900.00	0.00	2,400.00	0.00	600.00	0.00	0.00	6,900.00
Service Charge	663.00	0.00	408.00	0.00	102.00	0.00	0.00	1,173.00
Taxes	433.49	0.00	266.76	0.00	66.69	0.00	0.00	766.94
Total	4,996.49	0.00	3,074.76	0.00	768.69	0.00	0.00	8,839.94

2/27/2023 - 3:35:11 PM

Client Signature: _____

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UAS Staff
Signature: _____

E39997 - Television, Film & Media Studies Department

Subtotal	6,900.00	Paid	0.00
Tax	766.94	Balance	8,839.94
Service Charge	1,173.00		
Total Value	8,839.94		

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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24TH ANNUAL
**GOLDEN EAGLE
FILM FESTIVAL**



APRIL 27TH-29TH
AT U-SU AND TVFM CENTER



"LIGHTS, CAMERA, ALL IN!"

