

FUNDING REQUEST FORM

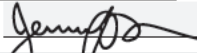
PART 1 - NOTICE & CHECKLIST

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: [REDACTED]	CLUB/ORG: ABSN Honor Society
OFFICER TITLE: [REDACTED]	EVENT TITLE: Pinning Ceremony
ADDRESS: [REDACTED]	DATE(S) OF EVENT: 08/10/2024 SEMESTER: FALL
CITY: [REDACTED] STATE: [REDACTED] ZIP: [REDACTED]	EVENT LOCATION: Golden Eagle Ballroom
PHONE: [REDACTED] EMAIL: [REDACTED]	TOTAL ATTENDANCE: 300
SIGNATURE: 	EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 31

PART 3 - EVENT DESCRIPTION

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

This event will celebrate graduating club members' academic achievements, mark their transition to professional practice, increase ABSN visibility, and promote nursing on campus.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

It will spotlight the academic and professional achievements of graduating nursing students and inspire current and future nursing students on their own journeys. It will also establish an ongoing collaborative network for students and

PART 4 - COST BREAKDOWN

HOSPITALITY		HONORARIA / CONTRACTS	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:
Please see attached document.	\$2,973.82	N/A	\$0.00

MARKETING		OTHER	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:
Please see attached document.	\$66.97	N/A	

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT: \$3,040.79
 TOTAL REQUESTED FROM ASI: \$3,040.79
 AMOUNT FROM OTHER SOURCES: N/A
 WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:
 N/A

OFFICE USE ONLY

STAFF INITIALS: _____
 TIME STAMP: _____



[APPROVED]

Event Registration
Pinning Ceremony

Event Tiers and Deadlines

CSI has established event tiers intended to support student organization leaders in identifying the appropriate deadlines to submit event registration forms on Presence to ensure that the student organization advisor, the Center for Student Involvement, and the appropriate space reservations departments have time to review and approve the form.

Note:

- If applying to ASI for funding for an event, you must ensure to submit your event registration to follow the above deadlines AND that meets the ASI funding deadlines
- Reservations for space must be made after the registration is approved. Your space is NOT automatically reserved for you.

For full details about each tier and the types of events to correspond please visit the [Student Organization Handbook](#).

Tier 1 - Submitted at least 15 business days in advance

- General Meetings & Outdoor Tabling

Tier 2 - Submitted at least 20 business days in advance

- events may include food, amplified sound, external vendors, sales, film/tv screenings

Tier 3

- Submitted at least 20 business days in advance

- events may include recreational activities or other activities that require general release waivers from participants

Tier 4

- Submitted at least 20 business days in advance

- travel off campus or off campus fundraisers

Tier 5

- Submitted at least 20 business days in advance

- includes events with alcohol or hosting a conference or competition with more than 100 participants

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?
ABSN Honor Society

Event Name

Pinning Ceremony

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 the event involves an off-campus, high profile guest and/or speaker

About the event

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

This event will celebrate graduating club members' academic achievements in nursing and mark their transition to professional practice. Activities will be as follows: faculty speakers, Florence Nightingale nursing pledge recitation, pinning of graduates, commemorative slideshow/video of students throughout their ABSN program, photobooth, and mingling. Attendees will include club members, honorees, honorees' friends and family, and CSULA ABSN faculty.

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

08/10/2024 - 12:00 PM

End Date/Time

08/10/2024 - 4:00 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?

By invitation only

On Campus Locations

Golden Eagle Ballroom(s)

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

On-Campus

You have indicated that you want to hold this event at the Golden Eagle Ballroom(s).

- After submitting this form, please contact Amanda Tapia, the Sales Manager for UAS catering services and the Golden Eagle Ballroom, at

ATapia9@calstatela.edu or at 323-343-6770.

- This section of the Event Registration Form will be approved by UAS **only** after you have contacted them to set up your ballroom request.
- UAS will either approve or deny this form submission based on their availability of the Golden Eagle Ballroom(s). After UAS has approved this form, CSI will review this form for approval based on all submitted information. For more information, please contact CSI at CSI@calstatela.edu or 323-343-5110.

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(s)

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.

██████████

Officer Contact Phone Number

██████████

Contact Email

Provide the officer's email address.

██████████

Organization Advisor Email

Provide the advisor's Cal State LA email address.

██████████

Organization Advisor Name

Please provide the name of the student organization advisor. Your advisor must be listed in Presence on your roster as the advisor.

██████████

Collaborations

If this event is a collaboration with either on or off campus organization, please describe in detail the nature of the collaboration.

Are you collaborating with either an on-campus or off-campus organization?

No

Marketing

No publicity may be distributed or posted online or in person until this form has been submitted and approved. All publicity material must comply with University Administrative Procedures AP P003 and AP P007.

How do you plan on marketing this event?

We do not plan on marketing this event to anyone outside of the organization.

Please provide information on the media outlets that will be invited:

Names of newspaper, TV, radio stations, etc.

We are considering submitting an article to the LA Times to honor graduates, which may mention the occurrence of the ceremony. We do not expect this will involve the news outlet's attendance at this event.

Who is invited to this event?

Student organization members

General Public

Closed to Guest List

Will off-campus media be notified about this event?

Yes

U-SU Student Organization Display Case

Student Organizations may request flyers be posted to the U-SU Bulletin boards on the 2nd floor of the U-SU.

Flyers must be submitted as 8.5x11 PDF files with a minimum of 300 dpi resolution

Event Flyers must include: host organization name or logo and Event details (name, location, time – or where they can find updates)

Due to limited space in display cases, CSI and Graffix reserve the right to limit the time frame in which a graphic is on display. Graphics will be printed and displayed on a first come first served basis, if there is insufficient space, a graphic may not be posted despite meeting the outlined requirements.

Submit your graphic to be printed and displayed on the "U-SU Display Case Request" Form found here: <https://calstatela.presence.io/form/u-su-display-case-request>

Tags

Students can filter events by tags. You may choose multiple tags for a single event.

CAREER/PROFESSIONAL DEVELOPMENT

LECTURE/SPEAKER

Cover Image

Please select an image that corresponds to your event. This will be the image visible on Presence. It CAN be your event flyer, but does not have to be.



Event Details

Event Category

Please select ALL of the categories above that best describes your event. Note organization meetings and tabling must also be registered.

Meeting (hosting)

Guest Speaker(s)

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

Please list the name(s) of your invited guest speaker(s).

Joe Kastely, Alyssa Manlangit, Sue Martinez

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.

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 via email asivcf@calstatela.edu by calling 323-343-4778.

Will the event have an admission charge or registration fee? (Mark "ticket/audience participation fee under fundraiser)

No

Fundraising (Proceeds to Benefit)

Fundraiser (Proceeds to Benefit)

Type of Fundraising Activity

Please mark the most appropriate type of activity that corresponds with your event.

No Fundraising Activity

Will a movie/show 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. Additional information about this policy can be found here in the student org handbook.

No

Alcohol

Does your organization plan on serving alcohol at this event?

No

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

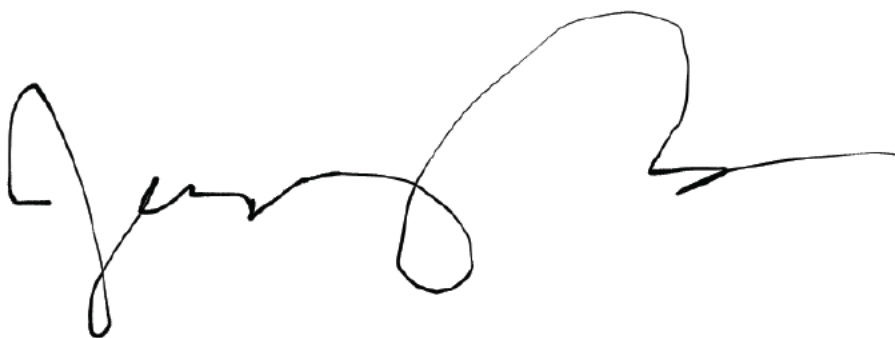
No

Acknowledgment

As an officer of this organization, I will take responsibility to ensure that the event that 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.

I understand that submitting this form does not guarantee my event will be approved. I must reserve space with the appropriate venue, submitting this form does not reserve the space.

Signature Pad Field

A handwritten signature in black ink, appearing to be "J. Smith", written on a signature pad.

Scroll up to submit this form.

Event Guidelines & Resources

Student Organization Event Guidelines

Event Registration Procedures

Hospitality

<i>Description</i>	<i>Amount</i>
Golden Eagle Ballrooms Rental (2 rooms)	\$ 1,722.83
Printing (programs, invites, placards)	\$ 72.62
Event Photography (CSULA School Photographer)	\$ 150.00
Flowers	\$ 295.00
Balloons	\$ 280.00
Graduating Student Pins	\$ 123.34
Graduate Gift Bag	\$ 330.03
<i>gift bags, tissue paper, ABSN patches, stickers, tassel + charm, tea light candle, thank you card</i>	
Total	\$ 2,973.82

Marketing

<i>Description</i>	<i>Amount</i>
Event Signage & Supplies	\$ 66.97
<i>poster boards, sticker letters, frames</i>	
Total	\$ 66.97

Grand Total for Request \$ 3,040.79



Golden
Eagle
Hospitality

for: Event # E41280
on: Saturday, August 10, 2024

Client/Organization ABSBN	Event Date 8/10/2024 (Sat)	Booking Contact [REDACTED]	Event # E41280
Address [REDACTED]		City, St/Prov Postal [REDACTED]	Booking Tel [REDACTED]
Party Name ABSBN Pinning Ceremony	Sales Rep Amanda Tapia	Theme	Category

Venue

Description	Type	Start	End	Banquet Room			
		12:00 pm	4:00 pm	Ballrm 2-3			
Food & Beverage				Equipment/Miscellaneous			
Food/Service Items	Unit	Price	Total	Food/Service Items	Unit	Price	Total
(300) Water Service w/ cups (NO REFILL)	Guest(s)	0.50	150.00	Pre-Function Patio Set-up			
				(2) Check-in Table w/ 2 chairs - Outside	Each		
				Ballroom Set-up			
				Facing South			
				(1) 7ft Table- for Photobooth (inside Ballroom)	Each	15.00	15.00
				Theater-style Seating			
				1st Row - 32 Chairs - for Graduates			
				**2 Rows Break - No Chairs			
				**			
				Then - Theater -style for 300 (General audience)			
				(5) ADA Spaces - Chair Removal Spaces - scattered end of aisels			
				(2) Av Cart, Projector and Screens (Client to provide laptop)	Each	75.00	150.00
				(1) Stage (2-Risers w/ Black Skirting)	Each	75.00	75.00
				(1) Pipe and Drape	Each	100.00	100.00
				(1) Podium and Microphone	Each	50.00	50.00
				(3) Server	Hour(s)	36.00	108.00

Room Chg	800.00
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Notes

Set-up: 12:00 pm
 Event Start: 1:00 pm
 Event Ends: 4:00 pm

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	150.00	0.00	0.00	390.00	108.00	800.00	0.00	1,448.00
Service Charge	25.50	0.00	0.00	66.30	18.36	136.00	0.00	246.16
Taxes	16.67	0.00	0.00	0.00	12.00	0.00	0.00	28.67
Total	192.17	0.00	0.00	456.30	138.36	936.00	0.00	1,722.83

Paid	1,722.83
Balance	0.00

Subtotal	1,448.00	Paid	1,722.83
Tax	28.67	Balance	0.00
Service Charge	246.16		
Total Value	1,722.83		

Payments Made

Payment	Date	Method	Category	Rev Code	Check #
1,722.83	08/12/24	3:38 p Credit Card		4582	

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.

Phone: 1-866-573-4920
 Email: info@GS-JJ.com



From	Adella	To	[Redacted]
Email	Adella@gs-jj.com	Attn	[Redacted]

INVOICE

Invoice No	G240710571803	Date	Jul 12, 2024	Payment Method	CREDIT CARD
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Title	Nursing Pinning Ceremony
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Item	Artwork	Item	Description	Qty	Unit Price	Mold Fee	Amount
G24-726625		Die Struck Pins (No Color Pins)	Size: 1.25 Inches Plating / Finish: Shiny Gold Amount of Colors for Pin: 5 Colors or less More Options: No Upgrades Attachment: Military Clutch Back Side Option: Standard Back Packaging Options: Poly Bag Delivery Date: 10 business days for production + 3 to 5 days shipping Notes: Nursing school pinning ceremony	29	\$ 2.16 \$ 2.40	\$ 50.00	\$ 112.64 \$ 119.60

Sales Tax(9.50%): +\$ 10.70

Final Price: \$ 123.34

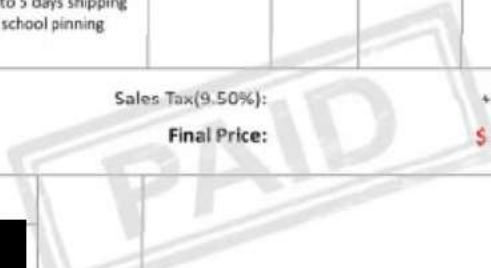
Estimated Ship Date	Jul 25, 2024
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Ship To	[Redacted]	Notes	
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Payment Method

Credit Card	VISA / Mastercard / AMEX, and Discover
--------------------	--

Check	Pay to USA: Pay to: EnamelPins Inc. Mail to: EnamelPins Inc. 20829 Valley Blvd. Walnut, CA 91789 USA Attn: Elaine
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Description	Amount
Eagle Dollars Deposit	\$50.00
Subtotal	\$50.00
Total	\$50.00

Payments received	Amount
Savings (•••••6980) View agreement	\$50.00
Total	\$50.00

Thank you for your payment.

Description	Amount
Eagle Dollars Deposit	\$15.90
Subtotal	\$15.90
Total	\$15.90

Payments received	Amount
Savings (•••••6980) View agreement	\$15.90
Total	\$15.90

Thank you for your payment.

Invoice

Date of Service: 08/10/2024

Invoice Number: [001]

From:

Alondra Gutierrez
I.E Creations

To:

CSULA ABSN Honors Society

Description of Services Provided:

- **Balloon Garland Service**
 - **Backdrop Frame:** 7 feet by 4 feet
 - **Balloons:** White, Gold, Black (varying sizes)
 - **Date of Service:** Saturday, 08/10/2024
 - **Time of Setup:** 7:30 AM - 10:30 AM (duration may be shorter)
-

Description	Quantity	Total
Balloon Garland Service	1	\$280.00

Total Amount Due: \$280.00

Payment Method: Zelle

Please send payment via Zelle to:

Alondra Gutierrez
(909)716-8064

Thank you for your business!

Alondra Gutierrez

8/8/2024

You paid TresRosas Floral

\$295.00  Inbox 



Venmo Aug 8
to me 



venmo




You paid TresRosas Floral

For: Cal State LA ABSN Cohort
20 Pinning Ceremony.

Thank you for your contributions
to our event. Please let me or
Lylybell know if there is anything
else you need from our end
before the 08/10.

Thanks again.




Transfer Date and Amount:
Aug 08, 2024 PDT ·  - \$295.00

Completed via a bank transfer from your WELLS
FARGO BANK NA account ending in 6980.

Payment ID: 4130664640631794511

11:21 

   79

 Ask Fargo 

 Sign off

Money sent

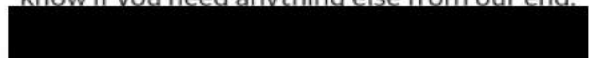


Sent to Alondra Gutierrez

Enrolled as ALONDRA GUTIERREZ

\$280.00

Pinning Ceremony. Thank you! Please let me
know if you need anything else from our end.



The money will be available in Alondra Gutierrez's
account typically within minutes.

CONFIRMATION WFCT0XYCNV58



 Accounts  Deposit  Pay & Transfer  Explore  Menu



30 Fairfax

7919 Beverly Blvd
Los Angeles, CA 90048
323-556-0060

www.goodwillsoocal.org

Store 130 WS 116 Opr 99344
8/09/2024 12:19:25 PM #42

Frames & Wall Art White \$16.99

Sub Total \$16.99
Total \$16.99

APPROVED

Total: \$16.99

Card Type: MASTERCARD
Card Entry: Contactless
Acct #: *****1238
Approval Code: 86823Z

***** EMV PURCHASE *****
App Label: MASTERCARD
Mode: Issuer
AID: A0000000041010
TVR: 000008001
IAD: 0110A040012200000000000000000000FF
TSI:
ARC: 00
AC: 1428018D351F121B
CVM: 1F0302

Final Details for Order #113-1015304-7643449

[Print this page for your records.](#)

Order Placed: August 5, 2024

Amazon.com order number: 113-1015304-7643449

Order Total: \$27.78

Shipped on August 5, 2024

Items Ordered

Price

1 of: *SOWAKA 30 Pcs Mini Tassels Soft Flossy Bookmark Tassels with Loop for DIY Crafting Project Earring Jewelry Making Souvenir Graduation Clothing Sewing Gift Tags (Black)*

\$6.09

Sold by: Floranea ([seller profile](#))

Supplied by: Floranea ([seller profile](#))

Condition: New

1 of: *newnewshow 8.5x11 Acrylic Sign Holder 3 Pack Vertical Double-Sided Display (Optional 8.5x11 8.5x5.5 5x7 Horizontal and Vertical)...*

\$12.99

Sold by: newnewshow@ ([seller profile](#))

Supplied by: newnewshow@ ([seller profile](#))

Condition: New

1 of: *Ruwado 50 Pcs 2024 Year Charms Mini Metal Signet Cute Pendants for Jewelry Making Kits Finding Accessories Crafting Graduation Tassels Parties Decoration Necklace Bracelet Earrings Décor (Gold)*

\$6.29

Sold by: Royee ([seller profile](#))

Supplied by: Royee ([seller profile](#))

Condition: New

Shipping Address:

[Redacted shipping address]

Shipping Speed:

FREE Prime Delivery

Payment information

Payment Method:

Mastercard ending in 4582

Billing address

[Redacted billing address]

Credit Card transactions

Item(s) Subtotal: \$25.37
Shipping & Handling: \$0.00

Total before tax: \$25.37
Estimated tax to be collected: \$2.41

Grand Total: \$27.78

MasterCard ending in 4582: August 5, 2024: \$27.78

To view the status of your order, return to [Order Summary](#).

Final Details for Order #113-8250750-4917856

[Print this page for your records.](#)

Order Placed: July 23, 2024

Amazon.com order number: 113-8250750-4917856

Order Total: \$28.44

Shipped on July 24, 2024

Items Ordered

Price

2 of: LFSEMINI LED Tea Lights, 24/50/100/200 Pack Flameless Tea Lights, Warm Yellow/Warm White Flickering Light, Last 150 Hours +, Battery Operated Tea Lights for Decoration(24pcs White) \$3.99

Sold by: LFSEMINI (seller profile)

Supplied by: LFSEMINI (seller profile)

Condition: New

1 of: Ctosree 50 Pack Vintage Pocket Tissues Travel Packs Bulk 500 Sheet Small Tissues Pocket Packs Party Favors 3 Ply Mini Travel Size Individual Tissue Packs for Allergy Camping \$17.99

Sold by: Rimelzos (seller profile)

Supplied by: Other

Condition: New

Shipping Address:

[Redacted shipping address]

Shipping Speed:

FREE Prime Delivery

Payment information

Payment Method:

Mastercard ending in 4582

Billing address

[Redacted billing address]

Credit Card transactions

Item(s) Subtotal: \$25.97

Shipping & Handling: \$0.00

Total before tax: \$25.97

Estimated tax to be collected: \$2.47

Grand Total: \$28.44

MasterCard ending in 4582: July 24, 2024: \$28.44

To view the status of your order, return to [Order Summary](#).

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Back to top



English

United States

Help

Final Details for Order #113-4524801-2343445[Print this page for your records.](#)

Order Placed: July 28, 2024

Amazon.com order number: 113-4524801-2343445

Order Total: \$24.61

Shipped on July 29, 2024**Items Ordered****Price**

1 of: YOROXRG Set of 40 White Spell & Chime – Premium Mini Taper Candles for Rituals, Prayer, Birthdays, Meditation, Altar - 4 Inch Tall, Unscented (White) \$9.99

Sold by: A-Liven ([seller profile](#))Supplied by: A-Liven ([seller profile](#))

Condition: New

1 of: ANZNKU 50 Pack Organza Bags 5 x 7 Inch, White Sheer Favor Bags with Drawstring, Small Mesh Bags Drawstring, Gift Bags Small Size, Mesh Bags Drawstring For Wedding Party \$5.99

Sold by: ANZNKU ([seller profile](#))Supplied by: ANZNKU ([seller profile](#))

Condition: New

1 of: 2 Pcs Hole Punch, 1/4 Inch and 1/8 Inch Single Hole Punch, MoHern hole puncher single, Hole Puncher for Crafts, Tags, Tickets, Circle Paper Punches with 6 Sheet Capacity for Home, Office, School \$6.49

Sold by: MoHern ([seller profile](#))Supplied by: MoHern ([seller profile](#))

Condition: New

Shipping Address:

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Shipping Speed:

FREE Prime Delivery

Payment information**Payment Method:**

Mastercard ending in 4582

Billing address

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Credit Card transactions

Item(s) Subtotal: \$22.47

Shipping & Handling: \$0.00

Total before tax: \$22.47

Estimated tax to be collected: \$2.14

Grand Total: \$24.61

MasterCard ending in 4582: July 29, 2024: \$24.61

To view the status of your order, return to [Order Summary](#).

Order details

Order date: July 29th 2024

Order #: VP_D4G0H1K7

Status: Completed

Shipping method Priority Estimated arrival Aug 8th	Shipping address [Redacted]	Billing address [Redacted]	Payment method Mastercard **** 4582	\$65.95
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Items

Refrigerator Magnets
Shipped
Track: [1Z9E79961215735947](#)
Expected delivery: Aug 8th
Quantity: 40

Order summary

Product total	\$62.99
Savings 	-\$15.75
Shipping: Priority	\$12.99
Tax	\$5.72
Total	\$65.95

Michaels

MICHAELS STORE #1377 (323) 917-3700
1302 S La Brea Ave, Ste B
Los Angeles, CA, 90019-3061

8-9841-5459-1799-8151-1111-5163-1354-2715



100 SALE 1806 1377 051 07/26/24 21:11

ITEM INFORMATION

Order NO.3032062842863313

Graduation Class of ...	00195158092004	
Reg 4.99	1 @ 1.50	1.50 C
169890-Summer S...	3.49-	
Graduation Cap Seal...	00195158091984	
Reg 4.99	1 @ 1.49	1.49 C
169890-Summer S...	3.50-	
Assorted Glitter Glu...	00191518526646	
Reg 1.99	1 @ 1.99	1.99
3 Pack Black 8" x 8"...	00195158001570	
Reg 39.99	1 @ 39.99	39.99

YOU SAVED 6.99

PURCHASE SUMMARY

SUBTOTAL	44.97
SALES TAX 9.50%	4.27
TOTAL	49.24
ACCOUNT NUMBER	*** 1238
MasterCard	49.24

APPROVAL:61282Z CONTACTLESS

Application label: MASTERCARD

AID:A0000000041010

TVR:000008001

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07/26/24 21:11



Final Details for Order #114-9589252-6102631

Print this page for your records.

Order Placed: June 3, 2024

Amazon.com order number: 114-9589252-6102631

Order Total: \$19.53

Shipped on June 3, 2024

Items Ordered

Price

1 of: *Moleskine Classic Notebook, Hard Cover, Large (5" x 8.25") Ruled/Lined, Black, 240 Pages*

\$17.84

Sold by: Amazon.com Services, Inc

Supplied by: Other

Condition: New

Shipping Address:

[Redacted shipping address]

Shipping Speed:

FREE Prime Delivery

Payment information

Payment Method:

Visa ending in 2914

Billing address

[Redacted billing address]

Item(s) Subtotal:	\$17.84
Shipping & Handling:	\$0.00

Total before tax:	\$17.84
Estimated tax to be collected:	\$1.69



Grand Total: **\$19.53**

Credit Card transactions

Visa ending in 2914: June 3, 2024: \$19.53

To view the status of your order, return to [Order Summary](#).

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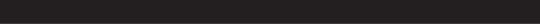
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Re: Photography Request

Flores, Emilio <Emilio.Flores@calstatela.edu>

Wed, Jul 31, 2024 at 11:15 AM



No. Tax. 150 flat.



J.Emilio Flores
Photo and Video Manager
Communications and Public Affairs
California State University, Los Angeles
[5151 State University Drive](#)
Los Angeles, CA 90032
T 323.343.2790
[calstatela.edu](#) | Pushing Boundaries

On Jul 31, 2024, at 11:14 AM,  wrote:

Hi Emilio,

Thank you--that sounds great! I also wanted to follow up on the questions from my previous email and ensure you saw the details I sent as requested.

Hi Emilio,

Thank you. For our budgeting purposes, will it be \$150 flat for two hours, or should we anticipate tax and additional charges as well? Below is the information I sent in last Friday. Please let me know if I may provide any additional information. Thanks!

Submitted on [webform_submission:date:long]
Submitted by user:

Submitted values are:
Event Name: Pinning Ceremony
Event Date: 08/10/24
Event Time: 1 PM - 3 PM
Event Location: Golden Eagle Ballroom
Event Description:

Graduation and Pinning Ceremony for ABSN (nursing) graduates. Event will feature 28 graduates, three faculty speakers, and social chair committee speeches (three people). Approximately 300 guests will attend. The program will include speeches, a commemorative video presentation, pinning of graduates (pins placed on white coat lapels), and recitation of nursing pledge by graduates. Before and after the event, graduates and attendees will mingle and take photo booth photos at a homemade photo booth. The event will begin at 1 PM and last for approximately 1.5 hours (we will likely schedule a 2-hour block for photographer).

Person Requesting Assignment: 
Department: Center for Student Involvement (We are a student organization)
Phone: 
Email: 

Intended Use for Photos:
Personal use for memories, scrapbooks, keepsakes, social media; professional use on sites like Linked In; academic use on student organization website.

Photographic Requirements:

- All speakers during their speeches (3 faculty speakers, three social chair speakers).
- Live-action shots of each individual getting pinned (with faculty in frame and their title card--projected via powerpoint--in the shot): there may be handshakes and hugs we would like to capture, too
- Direct, posed shot of each graduate and faculty smiling together onstage, after the graduate's pin is placed on their lapel, and before the graduate leaves the stage (right after each individual's live action shots of pinning)
- group photo of graduates and faculty together, with pins (graduates will be called to stage for photos)
- live action shots of graduates during event (listening to speakers, various backgrounds--audience, speakers, etc)
- live action shots of faculty speakers watching social chair speeches and graduates getting pinned
- live action shots of other faculty attendees (those who are not "faculty speakers") watching graduates
- photos of graduates together: posed and candid throughout the event
- photos of graduates w/ faculty and faculty speakers: posed and candid throughout the event
- photos of 300 guests watching event
- photo of entire event (including speakers, graduates, guests) to get a feel for the entire atmosphere and scene
- photo of decorations: flowers, balloons, photobooth
- photo of student gifts (placed on chairs before event)
- photo of the "Nursing Pin"
- Photo of the "Nursing Pledge" (printed on paper w/ student gifts)
- photo of faculty gifts
- photo of faculty receiving their gifts during the event
- candid shots of mingling, fun, and generally any other photos taken at the photographer's discretion to capture the ambiance, people, and events of the day.

Photo Due Date: 08/11/24

Regards,

On Wed, Jul 31, 2024 at 8:25AM Flores, Emilio <Emilio.Flores@calstatela.edu> wrote:

Photos will be ready on Monday.

I will create a flickr album for your event and will send you the downloadable link on Monday

<logo.png>

J.Emilio Flores
Photo and Video Manager
Communications and Public Affairs
California State University, Los Angeles
[5151 State University Drive](#)
Los Angeles, CA 90032
T 323.343.2790
calstatela.edu | Pushing Boundaries

On Jul 30, 2024, at 8:17 PM, [REDACTED] wrote:

Hi Emilio,

I wanted to ask one more question. I'd like to include a link or a tag/website/QR for attendees to access photos after the event. Do you have a timeline for when the photos are typically ready and where they can be accessed?

Thanks,

YOU ARE INVITED TO



CAL STATE LA
PATRICIA A. CHIN SCHOOL OF NURSING

ABSN COHORT 20
PINNING CEREMONY



AUGUST 10, 2024
AT 1 O'CLOCK IN THE AFTERNOON
GOLDEN EAGLE BALLROOM
5151 STATE UNIVERSITY DR, LOS ANGELES, CA
90032

