

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]
 OFFICER TITLE: [REDACTED]
 ADDRESS: [REDACTED]
 CITY: [REDACTED] STATE: [REDACTED] ZIP: [REDACTED]
 PHONE: [REDACTED] EMAIL: [REDACTED]
 SIGNATURE: 

CLUB/ORG: Art History Society
 EVENT TITLE: At the Crossroads of Civilization: West Mex
 DATE(S) OF EVENT: March 22 2025 SEMESTER: SPRING
 EVENT LOCATION: Student Union theater
 TOTAL ATTENDANCE: 200
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 130

PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

The Art history society is a symposium of west Mexico mesoamerican. Special speakers are invited to present their research in relation to the symposium.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

This symposium will enrich cal state la by promoting a deeper understanding of the various cultures within our world. By exploring the art, history and traditions of West Mexico, it will provide a unique opportunity

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:
	Costco water bottles estimate	\$23.96
	Costco cookies estimate	\$100
	Golden Eagle Hospitality catering	\$2,370.68

HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
	Honorarian x 9 people	\$2,200
	Tlmatini award x2	\$200

MARKETING	DESCRIPTION:	AMOUNT:
	Posters 50qty	\$56
	Flyers 500 qty	\$80
	Booklets 220 qty	\$629.43
	Photography/videographer	\$600

OTHER	DESCRIPTION:	AMOUNT:
	Hotel-Westin 5 rooms	\$3,457.40
	Transportation estimates	\$150
	S-u theater rent	\$964.50

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT **\$13,231.77**
 TOTAL REQUESTED FROM ASI **\$3,000**
 AMOUNT FROM OTHER SOURCES **\$8,000**

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

Internal funds from the dean of arts and letter as well from dream of natural and social science and morales family fund

OFFICE USE ONLY

STAFF INITIALS [REDACTED]

TIME STAMP: [REDACTED]



Event Registration

[APPROVED]

AT THE CROSSROADS OF CIVILIZATIONS: THE CULTURES OF WEST MEXICO THROUGH TIME.

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](#).

1. Tier 1 - Submitted at least **15 business days** in advance: General Meetings & Outdoor Tabling
2. Tier 2 - Submitted at least **20 business days** in advance: Events may include food, amplified sound, external vendors, sales, film/tv screenings
3. 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
4. Tier 4 - Submitted at least **20 business days** in advance: Travel off-campus or off-campus fundraisers
5. Tier 5 - Submitted at least **30 business days** in advance: Events include those with the intent to serve alcohol and hosting conferences or competitions of greater than 100 participants

Your event registration will be reviewed and approved based on these tiers and the required timeline.

Event Information

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

Event Name

AT THE CROSSROADS OF CIVILIZATIONS: THE CULTURES OF WEST MEXICO THROUGH TIME.

Estimated Attendance

Please describe the estimated attendance of participants for this event.

200

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

Event Description

Event description - Note that the information typed in the "about the event" field will be visible on Presence to all students.

About the event

The Art History Society would want to commemorate the leading experts on ancient Mexico with a symposium. Other speakers will be invited to present their research in relation to the symposium's theme. Breakfast, lunch, and snacks will be provided, and admission to the event is free for all attendees. The Anthropology Film Club, a student club at CSULA, will collaborate on this event.

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

03/22/2025 - 8:30 AM

End Date/Time

03/22/2025 - 6:30 PM

Set Up and Clean Up Time Frame

Please add the full time frame you will be reserving the event venue including any set-up and clean-up time. If there is no additional time needed enter the exact event time frame.

Note that the U-SU does not reserve space past 9:30pm M-Th, or 7:30 F.

set up 7:00 am clean up 7:00 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?

Online

RSVP Link

Requires [http://](#) or [https://](#)

<https://www.eventbrite.com/manage/events/auto-create/1051221831797/preview>

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

On-Campus

On Campus Locations

University-Student Union 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.
theater

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. Your advisor must be listed in Presence on your roster as the advisor.

[REDACTED]

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?

Yes

What organization/department are you collaborating with? Please describe whether they are on- or off-campus organizations/departments and what their role is in this event.

The Anthropology Film Club

Who initiated the conversation on collaborating on the event?

both

How will your club be involved on the day of the event? Please describe the specific roles and responsibilities your club will be in charge of.

we will be greeting guests and speakers and introducing special speakers. some will be out and selling the merchandise

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?

Social Media

Social Media Site

Instagram

Social Media Handle

csula_ahs

Marketing Media Upload*

If you plan on marketing this event with media, please upload a copy for review.

[dddeb7a1-64d1-4ded-b17f-6e3e85937816.png](#)

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

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

CAREER/PROFESSIONAL DEVELOPMENT

CONFERENCE

EDUCATIONAL

FREE FOOD

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.

Conference/Convention 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).

Mary Miller

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/UAS Catering

You have indicated that you want UAS catering to provide the food at this event.

- 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 as soon as possible.
- This section of the Event Registration Form will be approved by UAS **only** after you have contacted them to set up your catering order.
- UAS will either approve or deny this form submission based on their ability to fulfill your catering order. 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.

Funding

What funding source is being used for this event?

Organizations may apply for ASI funding and use existing funds for 1 event. Mark all options that apply.

Only organizations with approved exemptions may bank off campus. All others must bank through ASI.

ASI funding (new request for funds)

For more information on Recognized Student Organization Funding and Banking please visit: <https://asicalstatela.org/recognized-student-organizations>. For any other questions contact the Vice President for Finance via email asivpf@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.

Item Sale (store bought foods or merchandise)

Item Sale - Please describe the items being sold and how funds will be collected.

Store-bought food items or merchandise.

Food/beverages require the approved temporary food permit to be uploaded to this event registration for approval

Student organizations may accept cash or check. Platforms like Venmo, Zelle, Paypal are not approved methods of receiving funds unless your organization has an approved club banking exemption.

books and AHS merchandise, cash

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. <https://www.calstatela.edu/studentservices/special-events-and-risk-assessment-planning-and-support>

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



Scroll up to submit this form.

Event Guidelines & Resources

Student Organization Event Guidelines

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 **can be held in virtual, in-person, or hybrid modes**. This applies to the following types of previously held events and activities including but not limited to:

- Meetings
- Tabling
- Social events
- Recruitment events
- New membership intake events and processes
- Information tabling or organizational promotions
- Community service or philanthropic events
- Organization meetings (both officer meetings and general body meetings)
- Workshops, trainings, and speaker events
- Conferences, conventions, and retreats

Failure to comply with these student organization procedures and requirements could ultimately result in your organization's loss of University recognition and the benefits associated with that status. Furthermore, confirmed student organization procedure violations, including but not limited to event registration, may ultimately lead to individual student conduct proceedings.

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](#).

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.

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 Misconduct Prevention & Resources Trained (SMPRT) members to be in attendance of the entire event. [Additional guidelines can be found in the Student Organization Handbook](#).

Information and Event Services

5154 State University Drive
Room 107
Los Angeles CA 90032
323.343.2465 / 323.343.2454

Tentative Reservation

Sponsor

Art History Society
5154 State University Drive
Los Angeles, CA 90032

Reservation: 16811

Event Name: At the Crossroads of Civilizations: The Cultures of West Mexico Through Time
Status: Tentative
Phone: 310.302.7121
Email Address:

Bookings / Details

Quantity Price Amount

Payment (via cash, check, or purchase order) is required at least ten (10) business days before the event date. Please make checks payable to the University-Student Union at Cal State LA.

Reservations are tentative until all applicable fees have been paid. Failure to submit payment by the deadline specified above can result in the cancellation of the reservation.

Appointment Date
Appointment Date
Appointment Date

Met with Event Services:
Met with Media Services:
Met with Use of Facilities:

Food Permit

For events not catered by UAS-Food Services (GEH), an approved Temporary Food Permit is required.
For events catered by UAS-Food Services, please provide a copy of the Banquet Event Order (BEO) provided to you.

Outside vendors/speakers?

NO

Will food be served?

YES

Who is providing it?

UAS

Saturday, March 22, 2025

7:00 AM - 7:00 PM At the Crossroads of Civilizations: The Cultures of West Mexico Through Time (Tentative 12/13/2024) U-SU Montebello Room - 309

Banquet for 27

Room Charge: (\$56.00 + 12 hours @ \$56.00/hr) 1 \$728.00 \$728.00
Less 100% Discount -\$728.00

Event Services:

Meeting Room Round Table - 60" 3 \$5.00 \$15.00
Less 100% Discount -\$15.00
Meeting Room Chairs 27 \$2.00 \$54.00
Less 100% Discount -\$54.00

Extra Charges:

Extended Hours(5 hours @ \$60.00/hr) 1 \$300.00 \$300.00

Media Services Setup Notes:

NO MEDIA NEEDED

Personnel:

Bookings / Details

	Quantity	Price	Amount
Full Time Support	1	\$250.00	\$250.00
I&RS (5 hours @ \$22.50/hr)	1	\$112.50	\$112.50
Operations Associate(5 hours @ \$24.00/hr)	1	\$120.00	\$120.00
Event Services(4 hours @ \$22.50/hr)	1	\$90.00	\$90.00
7:00 AM - 7:00 PM At the Crossroads of Civilations: The Cultures of West Mexico Through Time (Tentative 1/7/2025) U-SU U-SU Theater - 106			
Theater for 200			
Room Charge: (\$280.00 + 12 hours @ \$280.00/hr)	1	\$3,640.00	\$3,640.00
Less 100% Discount			-\$3,640.00
Event Services:			
Cocktail Table	5	\$5.00	\$25.00
Less 100% Discount			-\$25.00
Media Services - Theater:			
Presentation Package	1	\$75.00	\$75.00
Less 100% Discount			-\$75.00
<i>Sound Playback : Lap-top Audio Connection</i>			
<i>Sound Playback : Bluetooth Audio Playback</i>			
<i>Wireless Microphones: Shure Handheld Wireless Mic 1</i>			
<i>Wireless Microphones: Shure Handheld Wireless Mic 2</i>			
Media Services Setup Notes:			
Please provide access to Ticket Booth and Green Room.			
Personnel:			
Media Services(4 hours @ \$23.00/hr)	1	\$92.00	\$92.00
Subtotal			\$964.50
Grand Total			\$964.50

A Tentative Reservation is not a confirmation. A Reservation Confirmation will be issued for signature by the sponsor upon receipt of payment by Information & Event Services Office.

RESERVATION PAYMENT, PRE-PAYMENT, CANCELLATION, & INVOICING FOR EVENTS**OFF-CAMPUS RESERVATIONS**

- Reservations cancelled more than ten (10) business days in advance, one-hundred percent (100%) of deposit will be refunded.
- Reservations cancelled less than ten (10) business days in advance, but more than two (2) business days, fifty percent (50%) of collected fees will be refunded (if Tentative Reservation was provided); linen fees still apply.
- Reservations cancelled less than two (2) business days prior to the event will not be refunded.

ON-CAMPUS RESERVATIONS

- Reservations cancelled more than ten (10) business days in advance will not be invoiced
- Reservations cancelled less than ten (10) business days in advance, but more than two (2) business days will be invoiced for fifty percent (50%) of meeting space rental fee (if Tentative Reservation was provided); linen fees still apply.
- Reservations cancelled less than two (2) business days prior to the event, will be invoiced in full. If a purchase order has been deposited in lieu of payment, the sponsor will be billed for the total charges.

PAYMENT AND PRE-PAYMENT FOR EVENTS

- Reservations requested more than thirty (30) days in advance will require a fifty percent (50%) deposit ten (10) business days after receiving a Tentative Reservation, and full payment no later than ten (10) business days prior to the event or via a Purchase Order.
- Reservations requested less than thirty (30) days in advance will require a fifty percent (50%) deposit, ten (10) business days after receiving a Tentative Reservation, and full payment no later than ten (10) business days prior to the event.

Bookings / Details

Quantity

Price

Amount

event date.

- Reservations requested less than ten (10) business days in advance will require payment in full two (2) business days prior to event date.

Reservations will be considered tentative and subject to cancellation until charges are paid in full. Payment must come directly from sponsor making the reservation.

INVOICING FOR EVENTS

If applicable, an estimate of charges will be printed on the reservation confirmation at the time the reservation is made. Potential charges include the room rental, staff/personnel, extended hours, cleaning, AV equipment and linen fees.

Final charges may be significantly different than the original estimate depending on the scope of the event.

Invoices are processed within five (5) business days after the event date.

Payment is due upon receipt of invoice.

Prior event charges for the U-SU and University facilities must be paid in full before any subsequent facility usage by the same group will be approved.

If payment is made by check and the check is not honored, a \$25.00 service charge will be assessed. The original charges and the service fee must then be paid with cash, money order, or cashier's check.

Certain events may be eligible for waived room rental fees (other fees are applicable). Interested sponsors must complete a Facility Use Fund application (in person), available at the Information and Event Services Office, and submit it for review no later than ten (10) business days prior to the event. All applications are subject to the approval of the U-SU Executive Director or designee.

FOR CASH OR CHECK PAYMENTS

----- Office Use Only -----

_____ RSRV - ROOM RENTAL	(504970-00001-775000)
_____ RSRV - EQUIP. RENTAL/LINEN	(504971-00001-775000)
_____ RSRV - EXT. BLDG HRS.	(504972-00001-775000)
_____ RSRV - PERSNL/SETUP	(504973-00001-775000)
_____ RSRV - CLEANING FEES	(504974-00001-775000)
_____ RSRV-GAMEROOM	(580901-00001-773040)
_____ OTHER ACCOUNT #	(_____)

TOTAL: _____ IN _____

INVOICE.

AMELIE Uchiike Photography

Los Angeles, CA 90066
amelie.uchiike@gmail.com

INVOICE #: 12262024CSL

DATE: 12/26/2024

DUE DATE:

BILL TO:

Cal State LA

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
Photo+Video Shoot (Full Day: Discounted) for March 22, 2025	1	\$600.00	\$600.00

NOTES

A late fee of 1.5% will be applied to any invoice that is past due.
This fee will accumulate each month until the outstanding balance is paid in full.

SUBTOTAL

\$600.00

TAX

PAYMENT DETAILS

Amelie Emi Uchiike
Bank: School's First Federal Credit Union
P.O. Box 11547 Santa Ana, CA 92711-1547

AMOUNT DUE

\$600.00



THANK YOU!

← Back



Kirkland Signature Variety Cookies, 24-count

[Shop all Costco Bakery](#)

\$12.43

1

Add to cart

Save Add to list Remove from "Buy it again"

100% satisfaction guarantee
Place your order with peace of mind.

Customers also considered



+ Add

\$12.43
Kirkland Signature Gourmet
Chocolate Chunk Cookies, 24-
count
2 sizes



+ Add

\$12.43
Kirkland Signature Mini Chocolate
Chip Cookies, 60-count
2 sizes



+ Add

\$18.65
Oreo Cookies Variety Pack, 60-
count



+ Add

\$14.92
Kirkland Signature Danish, Mix &
Match, Pick 2 Flavors



+ Add

\$21.14
Kirkland Signature 10" Chocolate
Cake Filled with Chocolate Mousse

Items to add next



← Back



Kirkland Signature Purified Drinking Water, 16.9 fl oz, 40-count

• 40 ct

[Shop all Kirkland Signature](#)

40 x 16.9 fl oz \$4.96 < \$0.01 each	80 x 8 fl oz \$11.18 < \$0.01 each	40 x 16.9 fl oz \$4.96 \$0.29/oz
--	--	--

\$4.96

1 ▼

Add to cart

Save Add to list Remove from "Buy it again"

100% satisfaction guarantee
Place your order with peace of mind.

Customers also considered



+ Add

\$13.42
Kirkland Signature Alkaline Water, 1 L, 18-count
18 ct



+ Add

\$8.70
Arrowhead 100% Mountain Spring Water, 16.9 fl oz, 40-count
40 ct • 3 sizes



+ Add

\$11.18
Kirkland Signature Purified Water, 8 fl oz, 80-count
80 ct • 2 sizes



+ Add

\$7.58
Kirkland Signature Purified Water, 1 gal, 6-count
6 ct



+ Add

\$27.60
FIJI Natural Artesian Water, 16.9 fl oz, 24-count
★★★★★ (8)
24 ct

Items to add next



Fw: new quote (more prints needed)

Date Thu 2/13/2025 9:37 AM
To Maldonado, Amanda <amaldo95@calstatela.edu>

This is the quote for our flyers and posters as well brochures for our symposium

Get Outlook for iOS

From: info LeCards <info@lecards.com>
Sent: Friday, January 17, 2025 4:28 PM
To: Ramirez, Jose A <jramir465@calstatela.edu>
Subject: Re: Fw: new quote (more prints needed)

CAUTION: This email originated from outside of California State University. Do not click links, open attachments, or reply, unless you recognize the sender's email address and know the content is safe!

Hello! Please see quote attached. We did adjust the size to 11" x 17", to get you the best pricing, if you need it 11.9" x 17" Let me know!

Table with 6 columns: Product, Size, MATERIAL / DESCRIPTION, QTY:, Price b4 Tax, Price Each. Rows include Posters, Booklets, and Flyers with their respective quantities and prices.

Best Regards,
Desiree S. • Sales Dept. | Print • Sales • Graphics
2200 W Valley Blvd Unit-D Alhambra, CA 91803
O: 323-744-0338 | LeCards.com



*- Please review all information carefully. https://www.lecards.com/
PLEASE check everything! Upon your approval, LeCards.com is NOT RESPONSIBLE for any errors in the proof.
Colored outlines are for print purposes only. THEY WILL NOT BE PRINTED in your design.

On Wed, Jan 15, 2025 at 1:14 PM Ramirez, Jose A <jramir465@calstatela.edu> wrote:
correction only one-sided for the flyers.

thanks

From: info LeCards <info@lecards.com>
Sent: Wednesday, January 15, 2025 11:20 AM
To: Ramirez, Jose A <jramir465@calstatela.edu>
Subject: Re: Fw: new quote (more prints needed)

CAUTION: This email originated from outside of California State University. Do not click links, open attachments, or reply, unless you recognize the sender's email address and know the content is safe!

Hello! Thanks for the email, Here you can send the drafts



Golden
Eagle
Hospitality

for: Event # E42510
on: Saturday, March 22, 2025

Client/Organization Art History Society	Event Date 3/22/2025 (Sat)	Booking Contact [REDACTED]	Event # E42510
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	Category

Venue

Description	Type	Start	End	Banquet Room	Setup Style
		8:30 am	2:00 pm	Student Union	Delivery Service

Food & Beverage

Food/Service Items	Unit	Price	Total
Delivery to outside USU Theater			

Equipment/Miscellaneous

Food/Service Items	Unit	Price	Total
(5) Labor Fee	Hour(s)	36.00	180.00

Coffee Served for 3 break times
- TIMES TBD

(130) Disposables	Guest(s)	0.75	97.50
(9) Fresh-Brewed Coffee	Gallon(s)	30.00	270.00

Hot Lunch Delivery for TBD

(30) Disposables	Guest(s)	0.75	22.50
(1) Chafer	Each	30.00	30.00
(30) Buffet-style Luncheon	Guest(s)	15.00	450.00

Pesto Cream Penne Patsa w/
Chicken

House Salad w/ two dressings

Bread and Butter

No beverage

Cold Lunch Delivery for 1:45
PM

(130) Brown Bag Lunch	Each	8.00	1,040.00
-----------------------	------	------	----------

6" Sub - TYPE TBD

w/ Chips & Condiments

No beverage

(1) Delivery Fee	Each	75.00	75.00
------------------	------	-------	-------

12/10/2024 - 4:38:28 PM

Client Signature: _____

Page 1 of 2

UAS Staff
Signature: _____

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	1,985.00	0.00	0.00	0.00	180.00	0.00	0.00	2,165.00
Taxes	188.58	0.00	0.00	0.00	17.10	0.00	0.00	205.68
Total	2,173.58	0.00	0.00	0.00	197.10	0.00	0.00	2,370.68

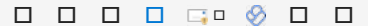
Subtotal	2,165.00	Paid	0.00
Tax	205.68	Balance	2,370.68
Service Charge	0.00		
Total Value	2,370.68		

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.

Susana Ramirez
Urrea<susanarmzurrea@gmail.com>

To: Aguilar, Manuel

Cc: jlpunzod@gmail.com; martha_lopez@inah.gob.mx; **+7 others**



Mon 2/10/2025 11:21 PM

This message is in Spanish

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SI, ACEPTO EL HONORARIO DE \$300 DOLARES.

Muchas gracias Manuel,

Muchos saludos

Susana

Dra. Susana Ramirez Urrea
Responsable
Laboratorio de Arqueología "Otto Schöndube B."
DEMM/CUCSH
UDG

El 8 feb 2025, a la(s) 3:22 p.m., Aguilar, Manuel <MAguila2@exchange.calstatela.edu> escribió:

Estimados amigos/colegas que vienen de Mexico

Como ya les he informado, les daremos un honorario de \$300 dolares en efectivo (CASH) a cada uno de Ustedes.

Para poder sacar el dinero de la cuenta de Art History Society que esta en el banco interno en nuestra universidad, la administracion nos pide que Ustedes contesten a este email en REPLY ALL, diciendo: **SI, ACEPTO EL HONORARIO DE \$300 DOLARES.**

En seguida les dare unas informaciones importantes para el symposium.

- 1) Cuando tengan sus boletos de avion comprados, por favor avisenos y denos la informacion del vuelo, para tratar de ir a recogerlos al aeropuerto. Ya les confirmariamos a cada uno los detalles.
- 2) El Hotel donde estaran alojados esta en Pasadena y se los informaremos pronto.
- 3) Tendremos servicio de transportacion el dia del symposium para Ustedes: Hotel-Universidad-Hotel.
- 4) les recomendamos que traigan un seguro medico para viajes. Se puede comprar solo por los dias del viaje y sale economico, y en caso de emergencia resuelve cualquier problema de los costos medicos tan altos en este pais. Muchas tarjetas de credito lo incluyen, asi que en ese caso no tendria costo. Como Ustedes son viajeros experimentados, por favor decidan lo que vean conveniente.
- 5) La ponencia debe ser de un maximo de 25 min. para que lo tomen en cuenta pues como somos 11 ponentes, tendremos que se muy estrictos con el tiempo.

Dentro de poco les mandaremos el programa final con los horarios del evento y la informacion del hotel.

Les agradecemos mucho su presencia y estamos emocionados por recibirlos aca en Los Angeles.

Para cualquier pregunta estamos a sus ordenes y **LES RECUERDO QUE POR FAVOR CONTESTEN A ESTE MENSAJE CON LA DECLARACION QUE LES PEDIMOS QUE ESTA EN LETRAS ROJAS ARRIBA.**

Un abrazo
Manuel

Reply Reply all Forward

AM
Aguilar,
Manuel

To: Johannes Neurath <johannes.neurath@gmail.com>

Cc: susanarmzurrea@gmail.com; jlpunzod@gmail.com; **+6 others**



Mon 2/10/2025 9:43 PM

This message is in Spanish

[Translate to English](#) [Never translate from Spanish](#)

Gracias Johannes. Me da mucho gusto q vendrás. En unos días les mandaremos los detalles del hotel y otras informaciones.

Nos vemos pronto!!!

Get [Outlook for Android](#)



JN Johannes
Neurath<johannes.neurath@gmail.com>

To: Aguilar, Manuel

Mon 2/10/2025 8:00 PM

Cc: susanarmzurrea@gmail.com; jlpunzod@gmail.com; **+6 others**

Reserva de viaje 21 marzo p...
32 KB

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Estimado Manuel,
Here I send you the information about my flight!
See You soon!
Johannes



Johannes Neurath
Subdirección de Etnografía
Museo Nacional de Antropología INAH
Reforma y Gandhi s/n Col. Chapultepec Polanco
México, D.F. c.p. 11560
<http://unam.academia.edu/JohannesNeurath>

JN Johannes
Neurath<johannes.neurath@gmail.com>

To: Aguilar, Manuel

Mon 2/10/2025 7:50 PM

Cc: susanarmzurrea@gmail.com; jlpunzod@gmail.com; **+6 others**

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SI, ACEPTO EL HONORARIO DE \$300 DOLARES.

Johannes

Johannes Neurath
Subdirección de Etnografía
Museo Nacional de Antropología INAH
Reforma y Gandhi s/n Col. Chapultepec Polanco
México, D.F. c.p. 11560
<http://unam.academia.edu/JohannesNeurath>



J Jose Luis Punzo
Diaz<jlpunzod@gmail.com>

To: Aguilar, Manuel

Mon 2/10/2025 6:08 AM

Cc: susanarmzurrea@gmail.com; martha_lopez@inah.gob.mx; **+6 others**

Some content in this message has been blocked because the sender isn't in your Safe senders list.

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SI, ACEPTO EL HONORARIO DE \$300 DOLARES.

Muchas gracias por los avisos y quedo atento a cualquier cuestión.
Saludos cordiales
José Luis Punzo Díaz



AM Aguilar,
Manuel

To: susanarmzurrea@gmail.com; jlpunzod@gmail.com; **+2 others**

Sat 2/8/2025 1:22 PM

Cc: Poz, Elizabeth; Ramirez, Jose A; Siqueira, Clarissa G; **+3 others**

This message is in Spanish

[Translate to English](#) [Never translate from Spanish](#)

Estimados amigos/colegas que vienen de Mexico

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Un abrazo
Manuel

Re: Honorarium and general information

From Khristaan Villela <KVillela@getty.edu>

Date Mon 2/10/2025 10:44 AM

To Aguilar, Manuel <MAguila2@exchange.calstatela.edu>

Cc Poz, Elizabeth <epoz@calstatela.edu>; Ramirez, Jose A <jramir465@calstatela.edu>; Siqueira, Clarissa G <csiquei3@calstatela.edu>; Garcia, Ashley E <agarc822@calstatela.edu>; Maldonado, Amanda <amaldo95@calstatela.edu>

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Good morning,

YES, I ACCEPT THE HONORARIUM OF \$200 DLLS.

Thaks, Khristaan

Khristaan D. Villela, PhD

Associate Director, Dissemination and External Affairs

Getty Research Institute

kvillela@getty.edu

310.440.7005

c 310.433.3682

From: Aguilar, Manuel <MAguila2@exchange.calstatela.edu>

Sent: Saturday, February 8, 2025 1:58 PM

To: Michael Mathiowetz <mmath001@ucr.edu>; De Brer, Christian <cdebrer@arts.ucla.edu>; Magaloni, Diana <dmagaloni@lacma.org>; Khristaan Villela <KVillela@getty.edu>; Mary Miller <MEMiller@getty.edu>

Cc: Poz, Elizabeth <epoz@calstatela.edu>; Ramirez, Jose A <jramir465@calstatela.edu>; Siqueira, Clarissa G <csiquei3@calstatela.edu>; Garcia, Ashley E <agarc822@calstatela.edu>; Aguilar, Manuel <MAguila2@exchange.calstatela.edu>; Maldonado, Amanda <amaldo95@calstatela.edu>

Subject: Honorarium and general information

Dear friends/colleagues who, will participate in the 2025 Meso Symposium,

We are giving each of you an honorarium of \$200 Dlls. to thank you for giving a lecture and participating in our symposium.

In order for us, to take out the money from our Art History Society account in the internal bank of the university, the administration asks that please answer this email with **REPLY ALL**, saying the following statement: **YES, I ACCEPT THE HONORARIUM OF \$200 DLLS.**

I also want to inform you that your presentation should have a maximum of **25 min.**, and as there will be 11 speakers, we will need to be strict with time.

Very soon, we will send you the final program of the event with the schedule of the talks.

We appreciate a great deal your presence and participation in the symposium, and we are looking forward to seeing you all here.

Please, do not hesitate to ask any questions.

PLEASE DO NOT FORGET TO ANSWER THIS EMAIL WITH THE STATEMENT THAT WE WROTE IN RED LETTERS ABOVE.

Un fuerte abrazo y gracias.

Manuel

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JOHANNES NEURATH

Date: 01-22-2025

Time: 05:58 PM

Facsimile:

Reservation Advice

Attention: JOHANNES NEURATH

Status: MOD

It is a pleasure to confirm your reservation as follows:-

Reservation Number: 1718398

Arrival Date: 03-21-2025

Guest Name(s): JOHANNES NEURATH

Arrival Flight:

Arrival Time:

Company Name:

Departure Date: 03-23-2025

Accommodation: Classic King

Number of Rooms: 1

Daily Room Rate: \$259.00

Number of Guests: 1

GOOD NEIGHBOR

Remarks

The Westin Pasadena
191 North Los Robles Avenue

CA, US 91101
626-792-2727

JOSE DIAZ

Date: 01-22-2025

Time: 05:57 PM

Facsimile:

Reservation Advice

Attention: JOSE DIAZ Status: MOD

It is a pleasure to confirm your reservation as follows:-

Reservation Number: 1718397 Arrival Date: 03-21-2025

Guest Name(s): JOSE DIAZ Arrival Flight:

Arrival Time:

Company Name: Departure Date: 03-23-2025

Accommodation: Classic King Number of Rooms: 1

Daily Room Rate: \$259.00 Number of Guests: 1
GOOD NEIGHBOR

Remarks

The Westin Pasadena
191 North Los Robles Avenue

CA, US 91101
626-792-2727

John Pohl

Date: 01-22-2025

Time: 05:54 PM

Facsimile:

Reservation Advice

Attention: John Pohl

Status: MOD

It is a pleasure to confirm your reservation as follows:-

Reservation Number: 1718396

Arrival Date: 03-21-2025

Guest Name(s): John Pohl

Arrival Flight:

Arrival Time:

Company Name:

Departure Date: 03-23-2025

Accommodation: Classic King

Number of Rooms: 1

Daily Room Rate: \$259.00

Number of Guests: 1

GOOD NEIGHBOR

Remarks

The Westin Pasadena
191 North Los Robles Avenue

CA, US 91101
626-792-2727

Susana Ramirez-Urrea

Date: 01-22-2025

Time: 05:53 PM

Facsimile:

Reservation Advice

Attention: Susana Ramirez-Urrea

Status: NEW

It is a pleasure to confirm your reservation as follows:-

Reservation Number: 1726365

Arrival Date: 03-21-2025

Accommodation: Classic King

Number of Rooms: 1

Daily Room Rate: \$259.00
GOOD NEIGHBOR

Number of Guests: 1

Remarks

The Westin Pasadena
191 North Los Robles Avenue

CA, US 91101
626-792-2727

California State University Los Angeles
Art History Society Presents

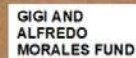
**AT THE CROSSROADS OF CIVILIZATIONS:
THE CULTURES OF WEST MEXICO
THROUGH TIME.**

**A SYMPOSIUM IN HOMAGE TO JOHN M.D. POHL
AND
MANUEL AGUILAR-MORENO**

**SATURDAY MARCH 22, 2025
9:00 AM TO 7:00 PM
STUDENT UNION THEATER**



For full information please go to
www.calstatela.edu/arthistorysociety



THE ARVEY FOUNDATION