

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: [REDACTED]

CLUB/ORG: Film Productions LA
 EVENT TITLE: Golden Eagle Film Festival
 DATE(S) OF EVENT: April 22-24 SEMESTER: SPRING
 EVENT LOCATION: USU-ROOMS, The University Club
 TOTAL ATTENDANCE: 500
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 400

PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? YES NO
 BRIEFLY DESCRIBE THE EVENT:
 Over the years, The Golden Eagle Film Festival has celebrated the work of our students at the Cal State LA filmmaking community! With this being Cal State LA's 26th annual Golden Eagle Film

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?
 The GEFF program will enhance the Cal State LA experience by fostering a dynamic space for creativity, collaboration, and networking. While it offers invaluable opportunities for arts students to

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:
	Lunch Day One	1,300
	Lunch Day Two	1,300
	Coffee Day One	130
	Coffee Day Two	130
	Coffee Day Three	130

HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:

MARKETING	DESCRIPTION:	AMOUNT:

OTHER	DESCRIPTION:	AMOUNT:

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT	18,000
TOTAL REQUESTED FROM ASI	2,990
AMOUNT FROM OTHER SOURCES	15,010

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:
 Department Ira
 UAS Grant Funding

OFFICE USE ONLY

STAFF INITIALS [REDACTED]

TIME STAMP: [REDACTED]



Event Update

Golden Eagle Film Festival

[APPROVED]

Student Org 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?

Film Productions Student Club

Event Name

Golden Eagle Film Festival

Estimated Attendance

Please describe the estimated attendance of participants for this event.

500

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

Golden Eagle Film Festival 2024

- **Dates:** April 22 - April 24, 2024
- **Location:** USU Meeting Rooms, Cal State LA

The **Golden Eagle Film Festival (GEFF)** has been a long-standing tradition, celebrating the creativity and talent of **Cal State LA's art students**. Now in its **26th year**, GEFF is open to all **students, alumni, faculty, and staff**, providing a platform for artists to gain professional exposure and showcase their work.

This year's festival will feature **student film screenings, industry panels, guest speakers, and networking opportunities**, making it a must-attend event for anyone passionate about film and storytelling. Awards will be presented to recognize outstanding achievements in the arts.

Beyond film, GEFF fosters a **dynamic space for creativity, collaboration, and networking**. It welcomes students from all disciplines, encouraging meaningful conversations and connections that strengthen the Cal State LA community.

Join us in celebrating 26 years of artistic talent at **GEFF 2024!** Stay updated on **Presence** and follow us on social media [@filmproductionsla](#) & [@csula.geff](#) for more information.

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

04/22/2025 - 7:00 AM

End Date/Time

04/22/2025 - 9:00 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.

7:00 AM - 9:00PM

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 email

On Campus Locations

University-Student Union Building

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

On-Campus

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.

University Student Union Meeting Rooms

Venue Reservation Required

This form does not reserve your venue, you must do this after receiving the approved event registration through the appropriate departments (see resources section for direct links).

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.

[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.

Golden Eagle Film Festival

Who initiated the conversation on collaborating for the event?

It was a conversation we both started.

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

Half of us are in the class that brings the film festival to life and the other members will be volunteers in helping run the event.

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.

Hosting a Conference/Convention

Educational Workshop/Program

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.

None Apply

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

ADG, WGA, CSUEA, Music Composers, Indie Filmmakers

Will food be served at this 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?

Student Organization

Temporary Food Permit Form Upload*

A completed, signed food permit is required for all on-campus events with food unless the food is provided by University Catering.

Check the resources section below for a link to the form.

[5dd7dd37-b81b-457e-9e64-5b78e6c8c51b.pdf](#)

Movie/Show Screening

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/student-services/special-events-and-risk-assessment-planning-and-support>

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?

Social Media

Social Media Site

Instagram

Social Media Handle

csula.geff & filmproductionsla

Marketing Media Upload*

If you plan on marketing this event with media, please upload a copy for review.
[a712b59e-85c3-40c8-902b-46c9b2bb0aed.png](#)

Who is invited to this event?

Cal State LA Community

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

COMMUNITY BUILDING AND CELEBRATION

CONFERENCE

FREE FOOD

MOVIE/FILM

WORKSHOP/SEMINAR

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.

ASI ASSOCIATED STUDENTS, INC.
THE ASSOCIATED AND SHIPING PRELIMINAR AND THE
REGULATORY BOARD OF ASSOCIATED STUDENTS, INC.



CAL STATE LA GEFF

APRIL 22-24 2025

COMING SOON

For more information:



@CSULA.GEFF



DEPARTMENT OF
Television, Film,
and Media Studies

Event 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.

We will have Golden Eagle Film Festival merch such as shirts and totes. We will collect funds through cash or Zelle. We are also running a student led fundraiser to restore equipment from our department.

External Private Fundraising

External Private Fundraising

Sponsorship

Sponsorship

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 the letter 'A' with a stylized flourish.

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

- Department/Business/Individual's Name to be invoiced: TVFM
- Address: 5151 University State Drive
- Contact Person: Jane McKeever
- Contact Phone #: [REDACTED]
- Contact Email: jmckeev@calstatela.edu
- Name of the Event: GEFF Coffee Break Day 1
- Date of Event: 4/22/25
- Guest Count: 60
- Would you like a pick-up, drop off, delivery-service or full service event: drop off
- Time of Pick-Up, Drop-Off or Delivery: 11:15
- Location of Drop-Off/Delivery (*if applicable*): U-SU Theater Lobby
- Chartfield Account to be charged- or - Method of Payment:

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- Disposables Needed (\$0.75pp):
- Order: Coffee x 2
Tea x 1

Coffee: $\$30.00 \times 2 = \60.00

Tea: $\$24 \times 1 = \24.00

= $\$84.00$ (not including taxes, service chargers, & disposables)

Estimating $\$130.00$

- Department/Business/Individual's Name to be invoiced: TVFM
- Address: 5151 University State Drive
- Contact Person: Jane McKeever
- Contact Phone #: [REDACTED]
- Contact Email: jmckeev@calstatela.edu
- Name of the Event: GEFf Coffee Break Day 2
- Date of Event: 4/23/25
- Guest Count: 60
- Would you like a pick-up, drop off, delivery-service or full service event: drop off
- Time of Pick-Up, Drop-Off or Delivery: 11:15
- Location of Drop-Off/Delivery (*if applicable*): U-SU Theater Lobby
- Chartfield Account to be charged- or - Method of Payment:

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-
- Disposables Needed (\$0.75pp):
- Order: Coffee x 2
Tea x 1

Coffee: $\$30.00 \times 2 = \60.00

Tea: $\$24 \times 1 = \24.00

= \$84.00 (not including taxes, service chargers, & disposables)

Estimating \$130.00

- Department/Business/Individual's Name to be invoiced: TVFM
- Address: 5151 University State Drive
- Contact Person: Jane McKeever
- Contact Phone #: [REDACTED]
- Contact Email: jmckeev@calstatela.edu
- Name of the Event: GEFf Coffee Break Day 3
- Date of Event: 4/24/25
- Guest Count: 60
- Would you like a pick-up, drop off, delivery-service or full service event: drop off
- Time of Pick-Up, Drop-Off or Delivery: 11:15
- Location of Drop-Off/Delivery (*if applicable*): U-SU Theater Lobby
- Chartfield Account to be charged- or - Method of Payment:

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- Disposables Needed (\$0.75pp):
- Order: Coffee x 2
Tea x 1

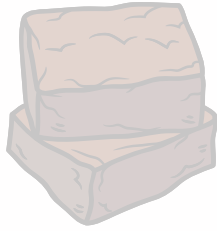
Coffee: $\$30.00 \times 2 = \60.00

Tea: $\$24 \times 1 = \24.00

= $\$84.00$ (not including taxes, service chargers, & disposables)

Estimating $\$130.00$

DESSERTS



Brownies 3

Assorted Bars 3

Assorted Cookies 2.50

Chocolate Covered Strawberries 3

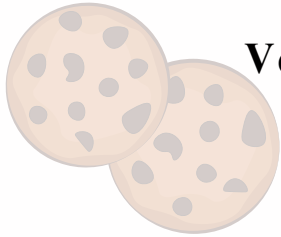
Vegan and Gluten Free Upon Request 4.50

Sheet Cakes

Half 120 & Full 200

40 - 45 slices 85 - 90 slices

custom orders available with 48-hour notice



BEVERAGE SERVICES

by the gallon in disposable container includes cups

Fresh Brewed Coffee 30

Hot Water with Assorted Tea Bags 24

Iced Tea 24

Lemonade 24

Orange Juice 30

Infused Water 30

Hot Chocolate 24

Disposable fee \$0.75 per person

ADULT BEVERAGES

Full-Service Beer, Wine, and Spirits are available upon request.

Prices based on pick up, delivery fees may apply

- Department/Business/Individual's Name to be invoiced: TVFM
- Address: 5151 University State Drive
- Contact Person: Jane McKeever
- Contact Phone #: [REDACTED]
- Contact Email: jmckeev@calstatelal.edu
- Name of the Event: GEFV Lunch Day 1
- Date of Event: April 22
- Guest Count: 60
- Would you like a pick-up, drop off, delivery-service or full service event: Drop off
- Time of Pick-Up, Drop-Off or Delivery: 1:45
- Location of Drop-Off/Delivery (if applicable): U-SU Theater Lobby
- Chartfield Account to be charged- or - Method of Payment:

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- Disposables Needed (\$0.75pp):
- Order:
 - Build your own Taco Bar
 - 25 x chicken
 - 25 x Carne Asada
 - 10x Veggie

Taco Bar = \$20.00 x 60 = \$1,200.00
 (not including taxes, service charges, and disposables)

Estimating \$1,300.00

- Department/Business/Individual's Name to be invoiced: TVFM
- Address: 5151 University State Drive
- Contact Person: Jane McKeever
- Contact Phone #: [REDACTED]
- Contact Email: jmckeev@calstatelal.edu
- Name of the Event: GEFV Lunch Day 3
- Date of Event: April 24
- Guest Count: 60
- Would you like a pick-up, drop off, delivery-service or full service event: Drop off
- Time of Pick-Up, Drop-Off or Delivery: 1:45
- Location of Drop-Off/Delivery (if applicable): U-SU Theater Lobby
- Chartfield Account to be charged- or - Method of Payment:

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-
- Disposables Needed (\$0.75pp):
- Order:
 - Build your own Taco Bar
 - 25 x chicken
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 - 10x Veggie

Taco Bar = \$20.00 x 60 = \$1,200.00
 (not including taxes, service charges, and disposables)

Estimating \$1,300.00

- Department/Business/Individual's Name to be invoiced: TVFM
- Address: 5151 University State Drive
- Contact Person: Jane McKeever
- Contact Phone #: [REDACTED]
- Contact Email: jmckeev@calstatela.edu
- Name of the Event: GEFV Lunch Day 2
- Date of Event: 4/23/25
- Guest Count: 60
- Would you like a pick-up, drop off, delivery-service or full service event: drop off
- Time of Pick-Up, Drop-Off or Delivery: 2:30pm
- Location of Drop-Off/Delivery (*if applicable*): U-SU Theater Lobby
- Chartfield Account to be charged- or - Method of Payment: ASI Funding
- Disposables Needed (\$0.75pp):
- Order:

Make your own salad bar x 60 – protein chicken and tofu (45 chicken, 5 tofu)

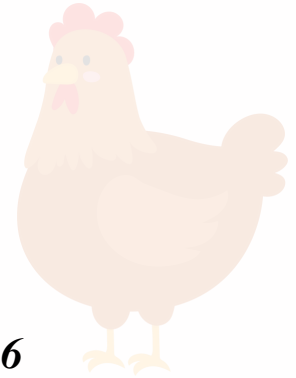
Salad Bar = \$20.00 x 60 = \$1,200.00

(not including taxes, service charges, and disposables)

Estimating \$1,300.00

LUNCH BUFFET

(individually packaged meals available)



Pesto Cream Pasta with Chicken – Salad and Bread 15

Chipotle Alfredo with Chicken – Salad and Bread 15

Penne Marinara with Meatballs – Salad and Bread 16

Charbroiled Burger Buffet – Bags of Chips and Condiments 16

Tomatillo Grilled Chicken Breast – Roasted Corn and Mashed Potatoes 20

Build-Your-Own Salad Bar – Choice of Protein 20

Chicken Parmesan – Pasta Marinara and Garlic Bread 22

Chicken Enchilada Pie – Rice and Beans 18

Chili Relleno Plate – Rice and Beans 18

Beef or Vegetable Lasagna – Salad and Garlic Bread 18

Taco Bar – Chicken, Carne Asada, Al Pastor with Rice and Beans 20

Homemade Burrito – Chicken, Barbacoa, Al Pastor 10

Chicken Fajitas – Rice and Beans 20

Chicken Asian Stir Fry – Steamed Rice 18

Chicken Tenders and Mac N Cheese 17

Buttermilk Fried Chicken with Mashed Potato and Gravy 22

Jamaican Jerk Chicken – Plantains, Red Beans and Rice 22

**need 72 hour notice*

Disposable fee \$0.75 per person

Prices based on pick up, delivery fees may apply

CAL STATE LA
GEFF

APRIL 22-24 2025

COMING SOON

For more information:



@CSULA.GEFF



DEPARTMENT OF
Television, Film,
and Media Studies

CAL STATE LA

GOLDEN EAGLE FILM FESTIVAL

22

APRIL 2025

ASI AUDITORIUM

9 AM BREAKFAST

10 AM PANEL

11:30 AM BREAK

12 PM SCREENING/PANEL

2 PM LUNCH

4 PM SCREENING/Q&A

6 PM END

23

APRIL 2025

ASI AUDITORIUM

9 AM BREAKFAST

10 AM PANEL

11:30 AM BREAK

12 PM SCREENING/PANEL

2 PM LUNCH

4 PM SCREENING/Q&A

6 PM DINNER

7 PM SCREENING/Q&A

9 PM END

24

APRIL 2025

WELLNESS GARDEN & STUDENT UNION BAR

9 AM BREAKFAST

10 AM PANEL

11:30 AM BREAK

12 PM SCREENING/PANEL

2 PM LUNCH

3 PM SCREENING/Q&A

5 PM AWARDS CEREMONY

6 PM CLOSING RECEPTION

9 PM END

For more information:



@CSULA.GEFF



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