The Graduate and Professional Student Association (GPSA)
The Pennsylvania State University

of the 71st Assembly
April 28, 2021

Be it decided by the Assembly of Elected Delegates,

Night of Remembrance
Pre-recorded livestream to honor Penn State students who passed away
(Decided: [ Y / N / A ])

Nature of the Situation:
The Night of Remembrance is an annual event to honor current Penn State students who have passed away each year. All four Penn State student governments have collaborated to organize the 2021 Night of Remembrance, which will honor students who have passed away over the past two years because the 2020 Night of Remembrance was cancelled due to the COVID-19 pandemic. The event will consist of a pre-recorded livestream that includes a musical performance, the reading of names of students who have passed away, and speeches by President Barron, Vice President of Student Affairs Damon Sims, and all four student government presidents. There will additionally be a small in-person candlelight vigil at University Park outside of Old Main. Registration will be required for the in-person gathering. The event will take place on April 29th, 2021 at 6:30 PM.

Recommended Course of Action:
The Graduate and Professional Student Association will contribute one quarter of the total cost of the pre-recorded livestream that will be done by WPSU for the 2021 Night of Remembrance.

Pre-recorded livestream cost breakdown:
Production: $1,847
Live closed captioning: $121
Post-production: $1,290
Administration fee: $489
Total cost for pre-recorded livestream: $3,747

Total cost requested from GPSA: $3,747 / 4 = $936.75

Respectfully submitted,

**Julia Kelliher**
Delegate, Inter-Collegiate Graduate Degree Program (IGDP)

President ________________________________  Affirm   Veto

____________________________________________________________________

The Graduate and Professional Student Association
The Penn State Graduate and Professional Student Association (GPSA) must follow certain rules when providing funding for co-sponsorships for events or other items. Please make sure to read these guidelines carefully before requesting GPSA funding.

- **The GPSA must be given one week’s notice of collaboration with any external organization.** The purpose is to ensure that the organization is in compliance with the University’s Core Values including diversity, inclusion, and equity.
- A GPSA Delegate must submit a funding bill to the Assembly, and the GPSA must be involved in planning the event. Visit gpsa.psu.edu/assembly to find contact information for current Assembly Delegates.
- A budget breakdown of event costs must be submitted with this form
- The event must be open to all students (undergraduate, graduate, professional)
- The GPSA will only fund specific line items (i.e. food, room rentals, speaker fees, etc.); preference will be given to payments made directly by the GPSA to vendors via invoice, and transfers to a student organization account or reimbursements to an individual for payments made are strongly discouraged
- Because the GPSA’s funding comes from the University Park Student Fee Board, at most up to 90% of the event cost can be funded from the GPSA for co-sponsorships

---

**Request Information**

**Request Date:** 4/21/21

**Organization Name:** UPUA, CCSG, WCSG

**Organization Contact Person:** Adeline Mishler (UPUA)  
**Email:** amm8219@psu.edu

**GPSA Representative Sponsoring Request:** Julia Kelliher  
**Email:** jck79@psu.edu
Event Details

Event Name: Night of Remembrance

Date and Time of Event: 4/29/21 at 6:30 PM

Event Location: virtual livestream

Estimated Total Attendance: 50-75 people
   Graduate/Professional Students: possibly around 15-20 people

Ticket or Pre-Registration Required: no

Cost to Attend Event: none

Brief Event Description: Night of Remembrance is an event put on by all four Penn State student governments to honor current Penn State students who have passed away. Because the Night of Remembrance last year was cancelled due to the COVID-19 pandemic, this year’s Night of Remembrance will honor students who have passed away over the past two years. The event will consist of a virtual livestream that includes a musical performance, the reading of names of students who have passed away, and speeches by President Barron, Vice President of Student Affairs Damon Sims, and all four student government presidents. The requested funding for this event is to cover WPSU’s production of the pre-recorded livestream for the event.

How Event Will Be Advertised: GPSA, UPUA, CCSG, and WCSG will all advertise the event through social media and newsletters

Funding Details

Total Requested from GPSA: $936.75

Total Cost of Event: $3,747
   Please also submit a budget breakdown of event costs with this form

Funding Amount Requested From Other Sources (By Source): UPUA $936.75, CCSG $936.75, WCSG $936.75

Vendors Being Used: WPSU
   Vendors Accept Penn State Purchase Orders (Yes/No): yes
   Vendor Willing to Invoice GPSA (Yes/No): yes
   If you answered no to both of the above questions, you will need to discuss payment options with the GPSA treasurer at least one month before your event
For GPSA Treasurer Use

Bill Number:

Total Approved:

Total Paid:

Bill Close Date:
### Cost Breakdown:

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Production</td>
<td>$1,847.00</td>
<td>Prep for all elements of production, including all zoom recordings and webpage build that will host the event</td>
</tr>
<tr>
<td>Live closed-captioning</td>
<td>$121.00</td>
<td>One hour of live closed-captioning</td>
</tr>
<tr>
<td>Post-production</td>
<td>$1,290.00</td>
<td>Editing the event and livestream</td>
</tr>
<tr>
<td>Total WPSU Cost</td>
<td>$3,258.00</td>
<td></td>
</tr>
<tr>
<td>Administration fee</td>
<td>$489.00</td>
<td></td>
</tr>
<tr>
<td><strong>Total event cost</strong></td>
<td>$3,747.00</td>
<td></td>
</tr>
<tr>
<td>GPSA portion of total event cost</td>
<td>$936.75</td>
<td></td>
</tr>
<tr>
<td>UPUA portion of total event cost</td>
<td>$936.75</td>
<td></td>
</tr>
<tr>
<td>CCSG portion of total event cost</td>
<td>$936.75</td>
<td></td>
</tr>
<tr>
<td>WCSG portion of total event cost</td>
<td>$936.75</td>
<td></td>
</tr>
</tbody>
</table>