

EVENT PROGRAMMING MEETING

Department of Event Programming

Minutes for Thursday, August 25th, 2016 at 6:00 P.M.

FOURTH FLOOR OF THE JOE CROWLEY STUDENT UNION, ROOM
422

1. CALL MEETING TO ORDER

Director Hurdle opened the meeting at 6:08 PM on the fourth floor of the Joe Crowley Student Union, room 422.

2. ROLL CALL

Director Hurdle and Programmers Beenfeldt, Bickel, Kerhin, Lensch, Thomas, Rocco, Kinnel and Leard were present.

Programmer Gbenjo was absent excused.

A quorum was present.

3. PUBLIC COMMENT

There was no public comment at this time.

4. MINUTES

a. July 29th, 2016.

Programmer Beenfeldt moved to approve the minutes from July 29th, 2016.

Programmer Bickel seconded the motion.

The motion was carried by unanimous vote..

5. BUDGET REVIEW

a. There is no budget review at this time.

Director Hurdle said they will hopefully have one after Welcome Week because they will know by then what they actually spent.

6. REPORTS

a. Davison Beenfeldt, Programmer

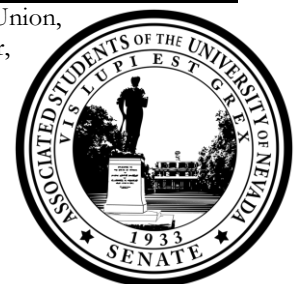
Programmer Beenfeldt said that he and Director Thomas have been working on getting artists as well as getting the list to Director Chen for that. Some big events are also coming up, including Taste of Reno. As for the swag that was going to Jay for BLF, they had to do an addition for hats so (Jay) didn't order until they paid for those extra hats. He said that they will have them for sure by the time of BLF but he can't get them done by Monday. They just need more bags and hats and then that is good to go.

b. Erica Bickel, Programmer

Programmer Bickel said that their event is coming up on Monday. She and Director Rocco also did Paint the N but that event really runs itself so there is not much to discuss

Posted at 1664 N. Virginia St., Reno NV 89557 in the ASUN Offices in the Joe Crowley Student Union, Frandsen Humanities Building, the Ansari Business Building, Mathewson- IGT Knowledge Center, and online at www.nevadaasun.com.

If you would like a copy of any of the agenda items listed, please contact
Cassandra Hurdle at directorofprogramming@asun.unr.edu.



on that. Right now, she is still working on the Homecoming speaker and they are waiting to hear back from the Joe about the funding, their expected response should come in by tomorrow.

c. Oluwafemifola Gbenjo, Programmer

d. Raine Kerhin, Programmer

Programmer Raine said she is talking to Director Long about Dayfest. That is something that he has control over. They are talking about the possible art and what they want to finalize.

Director Hurtle told her to talk to Director Long and get a timeline first so that they know the program for the event.

e. Austin Lensch, Programmer

Programmer Lensch said that he and Programmer Rocco will talk about what they wanted to do about the Before I Graduate campaign when the budget comes up. They want to change a few things because the speaker dropped out at the last minute. They also just have to finalize an event. It will be a lot of fun and they will explain what will be going on with the event in a few minutes. They are working on Wolf It Down and the biggest thing is to get volunteers. They still have fifty positions to fill so if anyone is friends with any ASUN people outside of the board, please get them to sign up because not everyone has yet. They could also have people from other organizations. Programmer Bickel was going to post on Amby. They just really need to push getting other organizations to volunteer too.

f. Jakob Thomas, Programmer

Programmer Thomas said that as Programmer Beenfeldt said, the local artist search for Biggest Little Festival is going good. They will be putting together the timeline for the ASUN stage in the next few days. For March for the Arch and Homecoming he attended a meeting on August 23rd to go over the logistics of what was going on with the event. A couple things they need to include in the packets were safety things. They mainly have to make sure that people aren't going to die. That went good. It was nice to see the community working together for that event.

g. Anna Rocco, Programmer

Programmer Rocco said that they were looking forward to the Paint the N event. The only thing that came up for that was the tables and chairs because they moved the event to within two weeks. Usually the Joe provides the chairs but they had to call Scott to try to get him to bring the chairs himself because of the two-week notice. They are still waiting to hear back from him about that. If that doesn't work then they will have to pull all of their organizations together to make something work. They don't need too many tables and chairs because they have some from a previous event. They went to pick up the paint so everything should be purchased already and they should be ready to go for that. They will discuss Before I Graduate when they come up to the budget review. For BLF, they have finalized the acrobatic aerialists. They will be performing for six and a half hours during the event. She also got a car donated for the car art and they will be meeting next week to discuss the logistics such as what car it will be, seeing if they can get a towing company to donate their services.

Director Hurdle told her that when they are shopping, they should try not to use the ASUN cart because it is heavy and she really doesn't want to load and unload it again. Ask the Joe if they can use their cart.

h. Emilia Kinnel, Assistant Director

Assistant Director Kinnel said that Dr. Beattie sent her all of the eligible intern applications earlier in the week. She has contacted all of them to set up interviews for tomorrow. They will have some interns for Welcome Week which will be exciting and hopefully very promising. She said to continue to promote the BLF hashtag on social media and encourage others to do the same too. She also asked if anyone had any specific questions that they want her to ask the interns tomorrow. They can just shoot her a text.

i. Bryan Leard, Assistant Director

Assistant Director Leard said that if anyone had any specific food trucks or vendors that they wanted to see at BLF, to go ahead and let him know. Sound and Lights will be doing the ASUN stage lights completely and the main stage will look cool. The performers will not be limited to just rap and EDM now. They will put up a light up screen and there will be lights everywhere. When anyone goes shopping they need to be sure to give him a hard copy of the receipt. A picture and email works too. They will have a spot where the receipts will go.

Director Hurdle said to make sure they CC her on the email.

j. Casandra Hurdle, Director

Director Hurdle said that they will go over all of Welcome Week, including the timeline and when they are supposed to be there. She asked that everyone send her their class schedules so that everyone can plan their events accordingly. She also has a ton of BLF updates. The stage has been moved from the back corner to the side due to logistics issues. Tickets went on sale today at noon. They can also be purchased online through the wolf shop but they have to be picked up in person or they will be charged an extra \$25. All students must have their student ID to pick up the tickets. Community tickets will not go on sale until the day of the event per UNRPD and Dr. Marczynski's request. They were worried that it was more of a risk management issue. She hopes that everyone is excited for Welcome Week.

Assistant Director Kinnel asked how they are going to sell tickets on the day of the event. She asked if it was going to be up to them.

Director Hurdle said that the Wolf Shop will be open until 7:00PM that day. They will not be handling tickets themselves, it will all be done through the Wolf Shop.

7. **OLD BUSINESS**

- a. There is no old business at this time.

8. **NEW BUSINESS**

- a. Before I Graduate Budget

Programmer Lensch moved to approve the budget for Before I Graduate.

Programmer Rocco seconded the motion.

Programmer Lensch said that the idea came from a few different schools, UC Davis does it as well as other schools that they found online. The idea is basically taking the chalkboards that they have in the office and encourage students to write what they want to accomplish before they graduate. The cool thing about the event is that they can see the difference between the freshman and the seniors. They are also getting t-shirts for the Wolf Shop made that will say "Before I Graduate" and it will have room for them to write on them. They can take pictures in the shirts and post them to social media. They will be asking for money to buy ice-cream so that they can pass it out on that day. The event will be the Tuesday of that week from 12:00PM to 2:00PM at the Pennington Student Achievement building. They will be the first organization to host an event there. It will be on the side closest to the Quad. They hope to catch students either on the way to or from the dorms.

Programmer Beenfeldt asked if the event was from 11:00AM to 2:00PM or 12:00PM to 2:00PM.

Assistant Director Leard said it was from 12:00PM to 2:00PM.

Programmer Beenfeldt asked how many t-shirts they were getting.

Assistant Director Leard said about 500.

Assistant Director Kinnel asked if they were bringing the markers people would use to write on the t-shirts.

Assistant Director Leard said yes. Part of the miscellaneous was that they wanted to get Sharpies for the t-shirts and chalk markers for the boards because actual chalk might not look the best.

Programmer Rocco asked if they were thinking of using the chalk markers on the other white board to promote other Welcome Week events including BLF. They just want a chalk board that they can have at every event that says all of the upcoming events so that people have that reference.

The motion was carried unanimously.

b. Wolf it Down additional funds

Programmer Lensch moved to approve the additional fees for Wolf It Down.

Programmer Thomas seconded the motion.

Programmer Lensch said that last year there was a problem with the bacon grease spilling on grass and causing yellow spots. This year they are going through the Down Under Café who will be making the bacon for them. They just need to heat it up when they get to the event. Down Under Café will also be mixing the pancake batter for them at a fee of \$35. They are just taking all forty bags of pancake mix over to them and then picking it up that way it saves some time. That is where that fee comes from. After talking with Assistant Director Kinnel, they will be buying additional syrup because they ran out last year. They under-budgeted on drinks so they have added some additional funds in there for that. The rest is just in case they need extra things. Now that the Down Under Café is

mixing it for them, they don't have to get hand mixers but they will get some type of mixing stick so that they can occasionally stir the batter to keep it from separating. That's where all those additional fees will be going.

Programmer Kerhin asked what kind of drinks they wanted to get.

Programmer Lensch answered that they were doing milk and juice boxes.

Director Hurdle suggested that they look for prepackaged syrup instead of pouring it into cups.

Programmer Lensch said they tried looking online for that but it was way more expensive to do it that way and have to feed a thousand people.

Assistant Director Leard asked if they would be having a shuttle to the Down Under Café and back.

Programmer Lensch said yes. 9:30 was their pickup time so they will have the trucks go pick up everything at that point. They will be dropping off the pancake mix and storage bins on Tuesday. They are going to try to get smaller bins than last year. They will probably need more but at least they will be easy to transport.

The motion was carried by unanimous vote.

9. **OPEN DISCUSSION/COMMENTS AND ANNOUNCEMENTS**

Programmer Beenfeldt asked if limiting the outside, nonstudent population to only being able to purchase tickets on the last day hinder their 8,000 tickets sold mark. That sounds like a huge obstacle.

Director Chen said that at last year's Welcome Week concert, they sold about 5,500 tickets and they feel they can easily exceed that with this event. It is also open to faculty and alumni so that will increase numbers too. Even though they want it to be a community event, it is still only year one so they want to tailor it to the students then later, if all goes well, and they can open it to the community a lot sooner. There wasn't too much of a concern right now. She thinks the students will attend. There is already a big hype for it. There was more concerns lingering about community members buying the tickets.

Director Hurdle said if too many community members bought tickets they may displace those students that wanted to go. It would limit the student numbers and would be unfair since they are technically paying to put on the event. They talked about the plan and the backup plan and they didn't really have a choice. They had to change something otherwise the event wasn't going to be happening at all.

Director Chen said it was a compromise to not sell tickets to the community beforehand. Depending on how many spots they have, they should still be able to buy tickets the day of.

Director Hurdle said they planned to make more student wrist bands to make up for that gap. How it will work is from now until Friday, September 9th, students, faculty and alumni can buy tickets at either \$25 or \$40 a ticket. When the Wolf Shop closes that day at 7:00 PM, all other ticket sales will close and community ticket sales will open and anybody who wants a ticket that day has to pay \$50.

They have always done it that way, where they raise the price of the student ticket the day of. Tickets at that point will only be available to purchase at the Wolf Shop.

Director Chen said if they sold, for example, 7,000, then only 1,000 would be available the day of the event.

Programmer Thomas asked if there was a maximum that they can sell.

Director Hurdle said it was 8,000.

Director Hurdle said if they sold 7,555 to students, faculty and alumni, then the other 445 tickets would go to the community.

Programmer Kerhin asked what the price was going to be on the day of the event.

Director Hurdle said they would be \$50. Until then, students are \$25 and faculty and alumni are \$40.

10. **PUBLIC COMMENT**

There was no public comment at this time.

11. **ADJOURNMENT**

Director Hurdle closed the meeting at 6:26 PM.