

EVENT PROGRAMMING MEETING

Department of Event Programming

Agenda for Wednesday, August 16th 2017 at 5:30 PM

**FOURTH FLOOR OF THE JOE CROWLEY STUDENT UNION, ROOM
405**

1. **CALL MEETING TO ORDER***

2. **ROLL CALL***

3. **PUBLIC COMMENT***

Items heard under public comment may be for items either on or off the agenda. Action may not be taken on items raised under public comment. The Chair may elect to take public comment on action items on this agenda. The Chair may impose reasonable limits on the length members of the public may speak.

4. **MINUTES**

- a. No minutes to approve at this time.

5. **BUDGET REVIEW**

- a. The Assistant Director of Budget and Finance will provide an update of the budget so the department is aware of the remaining balance of the budget before approving a budget proposal.

6. **REPORTS**

- a. Erica Bickel, Programmer
b. Matt Dutcher, Programmer
c. Ronald Hemphill, Programmer
d. Paulena Kinel, Programmer
e. Gabi Lew, Programmer
f. Holly White, Programmer
g. Kyle Feng, Assistant Director
h. Austin Lensch, Assistant Director
i. Emilia Kinel, Director

7. **OLD BUSINESS**

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

8. **NEW BUSINESS**

- a. The department will review, discuss, and debate the following event and budget proposals. Actions may be taken to approve favorable proposals.
I. Paint the N- Welcome Week
II. Taste of Reno- Welcome Week
III. Wolf it Down Pancake Feed- Welcome Week
IV. Fall Club Fair- Welcome Week

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

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 Mia Kinel at directorofprogramming@asun.unr.edu



- a. The Director will lead the board in any items that need to be discussed, including but not limited to new events, procedures, or any updates. No formal action will be taken on any items discussed.
- b. The Director shall recognize in turn programmers requesting the floor for a period to not exceed two minutes.

10. PUBLIC COMMENT*

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11. ADJOURNMENT

NOTES:

Unless otherwise marked by an asterisk, all items are action items upon which the Department may take action. ASUN supports providing equal access to all programs for people with disabilities. Reasonable efforts will be made to assist and accommodate physically handicapped persons desiring to attend the meeting. Please call the Speaker of the ASUN at (775) 784-6589 in advance so that arrangements may be conveniently made.

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ASUN DEPARTMENT OF PROGRAMMING EVENT & BUDGET PROPOSAL FORM

CONTACT INFORMATION

Programmer: Ron & Lena Phone: R: (702) 994-5621 // L: (702) 824-4067
 Intern: X Phone: X

EVENT INFORMATION

Event Name: "Paint The N" Event Date: August 27, 2017

Event Synopsis: Students will continue the tradition to "Paint The N".

Event Location: Jot Parking Lot and the "N" Hours of Event: 9:00am-12:00pm

Expected Attendance: 2000 Target Attendance: Students General Public Other _____

- Learning Outcomes:
1. To unite the students, through annually painting the "N".
 2. To increase pride in our campus and our community.
 3. To give students an opportunity to meet each other.

BUDGET INFORMATION *Please itemize your ENTIRE event budget below:*

DESCRIPTION	AMOUNT	VENDOR
1. Water Bottles	\$ 300.00	Walmart
2. 3,000 Custom made (Welcome Week logo), water transferred tattoos (1,000 2in x 2in would cost \$188.00)	\$ 240.00	"Sticker You" (\$0.08 per tattoo 2in x 2in)
3. Granola Bars	\$ 350.00	Costco
4. Paint (approx. 123 gallons)	\$ 0	Reno Paint Mart
5. Painting supplies	\$ 50	Walmart
6.	\$	
7.	\$	
8.	\$	
9.	\$	
10.	\$	
TOTAL EVENT BUDGET	\$ 940.00	
TOTAL ASUN REQUEST	\$ 940.00	

ASUN DEPARTMENT OF PROGRAMMING EVENT & BUDGET PROPOSAL FORM

CONTACT INFORMATION

Programmer: _____ Phone: _____
 Intern: _____ Phone: _____

EVENT INFORMATION

Event Name: _____ Event Date: _____

Event Synopsis: _____

Event Location: _____ Hours of Event: _____

Expected Attendance: _____ Target Attendance: Students General Public Other _____

Learning Outcomes:

- 1.
- 2.
- 3.

BUDGET INFORMATION *Please itemize your ENTIRE event budget below:*

DESCRIPTION	AMOUNT	VENDOR
1.	\$	
2.	\$	
3.	\$	
4.	\$	
5.	\$	
6.	\$	
7.	\$	
8.	\$	
9.	\$	
10.	\$	
TOTAL EVENT BUDGET	\$	
TOTAL ASUN REQUEST	\$	

ASUN DEPARTMENT OF PROGRAMMING EVENT & BUDGET PROPOSAL FORM

CONTACT INFORMATION

Programmer: Gabi Lew

Phone: 775-200-8794

Programmer: Erica Bickel

Phone: 510-648-6063

EVENT INFORMATION

Event Name: Wolf it Down

Event Date: 08/30/17

Event Synopsis:

Event Location: The Quad

Hours of Event: 11pm-2am

Expected Attendance: 3500

Target Audience: Students General Public Other _____

Learning Outcomes:

1. Students get to experience one of ASUN's traditional Welcome Back events.
2. Students can meet new people, network, and create fun memories through socializing.
3. Students can check out and learn more about the clubs and organizations on campus.

BUDGET INFORMATION *Please itemize your ENTIRE event budget below:*

DESCRIPTION	AMOUNT	VENDOR
1. Pancake mix, syrup, and chocolate chips	\$550.00	Costco
2. Orange juice and milk	\$250.00	Costco
3. Griddles	\$800.00	Camelot
4. Bacon	\$300.00	Costco
5. Tarps	\$400.00	Walmart
6. Plates/Utensils	\$300.00	Costco
7. Security	\$500.00	ESI
8. Table Cloths	\$20.00	Walmart
9. Buckets	\$100.00	Walmart
10. Misc.	\$250.00	Misc.
TOTAL EVENT BUDGET	\$3,470.00	
TOTAL ASUN REQUEST	\$3,500.00	

ASUN DEPARTMENT OF PROGRAMMING EVENT & BUDGET PROPOSAL FORM

CONTACT INFORMATION

Programmer: Matt // Lena Phone: M: (925) 813-8638 // L: (702) 824-4067
 Intern: X Phone: X

EVENT INFORMATION

Event Name: Club Fair Event Date: August 31, 2017

Event Synopsis: Over 200 clubs and organizations get a chance to introduce themselves to the students through a tabling event, encouraging them to get involved on campus.

Event Location: Quad Hours of Event: 4:00pm-7:00pm

Expected Attendance: 2000+ Target Attendance: Students General Public Other

Learning Outcomes:

1. To connect students to clubs that interest them, in order to help them transition on campus.
2. To unite students with each other, using common interests.
3. To allow clubs and organizations to find new members and build their communities.

BUDGET INFORMATION *Please itemize your ENTIRE event budget below:*

DESCRIPTION	AMOUNT	VENDOR
1. tables, chairs, trashcans	\$ 0.00	ASUN
2. 2 grills, 2 propane tanks	\$ 300	Camelot
3. BBQ: buns, burgers, condiments, cheese, plates, napkins.	\$ 200	Costco
4.	\$	
5.	\$	
6.	\$	
7.	\$	
8.	\$	
9.	\$	
10.	\$	
TOTAL EVENT BUDGET	\$ 500.00	
TOTAL ASUN REQUEST	\$ 500.00	