

Department of Event Programming
Executive Board of the Associated Students 85th Session
Agenda for Wednesday, September 27, 2017 at 7:00 p.m.
Joe Crowley Student Union, 3rd Floor, President's Conference Room

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**

The committee will consider the approval of the minutes from August 16, 2017. The committee will discuss the minutes from August 16, 2017 and may choose to amend or edit the minutes. Upon conclusion of the discussion the committee may choose to approve the minutes.



Posted at 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 Director of Programming, Mia Kinel, at directorofprogramming@asun.unr.edu

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. Holly White, Programmer
- f. Kyle Feng, Assistant Director
- g. Austin Lensch, Director
- h. Emilia Kinel, Director

7. OLD BUSINESS

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. March From the Arch- Homecoming
 - II. Nevadaville- Homecoming
 - III. SPCA Service Day- Homecoming
 - IV. Wolf Pack Circus- Homecoming
 - V. Undie Run- Homecoming
 - VI. Pack Pride Pageant- Homecoming

9. OPEN DISCUSSION/ COMMENTS AND ANNOUNCEMENTS

- 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*

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.

11. ADJOURNMENT

NOTES:

Unless otherwise marked by an asterisk, all items are action items upon which the Senate 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.

ASUN DEPARTMENT OF PROGRAMMING EVENT & BUDGET PROPOSAL FORM

CONTACT INFORMATION

Programmer: Erica Bickel, Matt Dutcher, Holly White Phone: 510-648-6063, 925-813-8638, 775-997-9042
 Intern: _____ Phone: _____

EVENT INFORMATION

Event Name: March from the Arch Event Date: 10/14/2017

Event Synopsis: Homecoming's Annual March from the Arch.

Event Location: Reno Arch/The Quad Hours of Event: 8:00 - 11:00 PM

Expected Attendance: 1000 Target Attendance: Students General Public Other _____

Learning Outcomes:

1. To partake in a Nevada tradition.
2. To get students involved with the Reno community.
3. To bring community members to UNR's campus.

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

DESCRIPTION	AMOUNT	VENDOR
1. Photo Booth	\$ 300.00	Dreamlight
2. Port-o-Pottys	\$ 750.00	Quikspace
3. Security	\$ 800.00	ESI
4. "Donation"	\$ 10,150.00	Alumni Association
5.	\$	
6.	\$	
7.	\$	
8.	\$	
9.	\$	
10.	\$	
TOTAL EVENT BUDGET	\$ 12,000.00	
TOTAL ASUN REQUEST	\$ 12,000.00	

ASUN DEPARTMENT OF PROGRAMMING EVENT & BUDGET PROPOSAL FORM

CONTACT INFORMATION

Programmer: Gabi Lew

Phone: 7752008794

Programmer: Ron Hemphill

Phone: 7029945621

EVENT INFORMATION

Event Name: Nevadaville

Event Date: October 13, 2017

Event Synopsis: Competition between Homecoming Teams to build the best structure.

Event Location: The Quad

Hours of Event: 8am – 3pm

Expected Attendance: 200

Target Audience: X Students General Public

Other _____

Learning Outcomes:

1. To continue Nevada's Homecoming Traditions.
2. To incorporate this year's "Circus Big Top" theme.
3. To create a fun and interactive environment during March From the Arch.

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

DESCRIPTION
VENDOR

AMOUNT

1. Rope	\$100.00	Walmart/Home Depot
2. Miscellaneous	\$100.00	Walmart
3.	\$	
4.	\$	
5.	\$	
6.	\$	
7.	\$	
8.	\$	
9.	\$	
10.	\$	

TOTAL EVENT BUDGET	\$200.00
TOTAL ASUN REQUEST	\$200.00

ASUN DEPARTMENT OF PROGRAMMING EVENT & BUDGET PROPOSAL FORM

CONTACT INFORMATION

Programmer: Lena Kinel Phone: 702-824-4067
 Intern: _____ Phone: _____

EVENT INFORMATION

Event Name: Service Day Event Date: Sunday, October 15, 2017
 Event Synopsis: Volunteering at the SPCA thrift store, helping sort clothes, etc.
 Event Location: SPCA Thrift Store: 401 Vine St, Reno, NV 89503 Hours of Event: 8:00am-10:00am (before store opens)
 Expected Attendance: 50-100 Target Attendance: Students General Public Other _____

Learning Outcomes:

1. To support the SPCA. (all proceeds from the thrift store, go to the animal shelter).
2. For students to serve their community together.
3. To celebrate the traditional homecoming week.

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

DESCRIPTION	AMOUNT	VENDOR
1. _____	\$0.00	_____
2. miscellaneous	\$ 50.00	
3.	\$	
4.	\$	
5.	\$	
6.	\$	
7.	\$	
8.	\$	
9.	\$	
10.	\$	
TOTAL EVENT BUDGET	\$50.00	
TOTAL ASUN REQUEST	\$ 50.00	

ASUN DEPARTMENT OF PROGRAMMING EVENT & BUDGET PROPOSAL FORM

CONTACT INFORMATION

Programmer: Gabi Lew

Phone: 7752008794

Programmer: Holly White

Phone: 7759979042

EVENT INFORMATION

Event Name: Wolf Pack Freak Show
16, 2017

Event Date: October

Event Synopsis: Competition between Homecoming Teams to show off lip-sync skills

Event Location: JCSU Ballrooms
– 9pm

Hours of Event: 7pm

Expected Attendance: 1000
Other _____

Target Audience: Students General Public

Learning Outcomes:

1. To continue Nevada's Homecoming Traditions.
2. To incorporate this year's "Circus Big Top" theme.
3. To instill participation and excitement among our student body.

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

DESCRIPTION
VENDOR

AMOUNT

1. ESI Security	\$250.00	ESI Security
2. JCSU Staffing	\$2,000.00	JCSU
3. Drinks for Judges	\$30.00	Starbucks
4. Miscellaneous	\$250.00	Walmart
5.	\$	
6.	\$	
7.	\$	
8.	\$	
9.	\$	
10.	\$	

TOTAL EVENT BUDGET

\$2530.00

TOTAL ASUN REQUEST

\$2530.00

ASUN DEPARTMENT OF PROGRAMMING EVENT & BUDGET PROPOSAL FORM

CONTACT INFORMATION

Programmer: Ronald Hemphill/Matt Dutcher Phone: 702-994-5621/925-813-8638
 Intern: _____ Phone: _____

EVENT INFORMATION

Event Name: Undie Run Event Date: 10/17/2017

Event Synopsis: Get students to donate clothes

Event Location: _____ Hours of Event: 8:30 PM - 11:00 PM

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

Learning Outcomes:

1. Get students to donate their clothes to a good cause rather than throwing them away
2. To unite students through donating clothes and joining a run that can promote health and wellness
3. To unite students and partake in a University of Nevada tradition

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

DESCRIPTION	AMOUNT	VENDOR
1. Joe Staff	\$ 200.00	JCSU
2. Luggage Scale (donation)	\$ 0.00	Reno Forklift
3. Cups (for water monster)	\$ 75.00	Costco
4. Security	\$ 350.00	ESI
5. Miscellaneous	\$ 500.00	
6.	\$	
7.	\$	
8.	\$	
9.	\$	
10.	\$	
TOTAL EVENT BUDGET	\$ 1,125.00	
TOTAL ASUN REQUEST	\$ 1,125.00	

ASUN DEPARTMENT OF PROGRAMMING EVENT & BUDGET PROPOSAL FORM

CONTACT INFORMATION

Programmer: Erica Bickel & Lena Kinel Phone: 5106486063 & 7028244067
 Intern: _____ Phone: _____

EVENT INFORMATION

Event Name: Homecoming Pageant Event Date: 10/18/2017
 Event Synopsis: Competition for the title of Homecoming King and Queen.
 Event Location: Joe Ballrooms Hours of Event: 7:00 - 9:00 PM
 Expected Attendance: 1000 Target Attendance: Students General Public Other _____

Learning Outcomes:

1. To incorporate this year's theme of Circus.
2. To instill excitement in the undergraduate population.
3. To partake in a Nevada tradition.

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

DESCRIPTION	AMOUNT	VENDOR
1. King and Queen Crowns	\$ 300.00	Stumps
2. King and Queen Sashes	\$ 530.00	Stumps
3. Flowers	\$ 20.00	Walmart
4. Tuxes	\$ 900.00	Men's Warehouse
5. Beverages	\$ 20.00	Starbucks
6. JCSU Staffing	\$ 800.00	JCSU
7. Security	\$ 300.00	ESI
8. Miscellaneous	\$ 500.00	
9.	\$	
10.	\$	
TOTAL EVENT BUDGET	\$ 3,370.00	
TOTAL ASUN REQUEST	\$ 3,400.00	