# Department of Event Programming

**Executive Board of the Associated Students 85th Session**

**Agenda for Thursday, December 7, at 7:00 PM**

**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

1. MINUTES

The committee will consider the approval of the minutes from November 9, 2017. The committee will discuss the minutes from November 9, 2017 and may choose to amend or edit the minutes. Upon conclusion of the discussion the committee may choose to approve the minutes.

1. BUDGET REVIEW
2. 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.
3. REPORTS
4. Erica Bickel, Programmer
5. Matt Dutcher, Programmer
6. Ronald Hemphill, Programmer
7. Paulena Kinel, Programmer
8. Gabi Lew, Programmer
9. Holly White, Programmer
10. Kyle Feng, Assistant Director
11. Austin Lensch, Director
12. Emilia Kinel, Director
13. OLD BUSINESS
14. NEW BUSINESS
15. The department will review, discuss, and debate the following event and budget proposals. Actions may be taken to approve favorable proposals
	1. Quesadillas and Tabling
	2. Open Mic Night
	3. Rink on the River
	4. Coffee and Cocoa Crawl
	5. “Making Ties”
	6. Comedian
	7. Fence Repair
	8. TedX
16. OPEN DISCUSSION/ COMMENTS AND ANNOUNCEMENTS
	1. 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.
	2. The Director shall recognize in turn programmers requesting the floor for a period to not exceed two minutes.
17. 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.

1. 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**





**ASUN DEPARTMENT OF PROGRAMMING**

EVENT & BUDGET PROPOSAL FORM

**CONTACT INFORMATION**

Programmer: Gabi Lew/ Holly White Phone: 7752008794

Intern: Maddie Mastrangioli / Brian Lamson Phone: 7027039102

**EVENT INFORMATION**

Event Name: The Coffee Crawl Event Date: 1/29/18

Event Synopsis: Bring a handful of local coffee shops to allow students to sample each of the different coffees/cocoas.

Event Location: KC Rotunda Hours of Event: 9:30am-12pm

Expected Attendance: 500 Target Audience: Students

Learning Outcomes:

1. Students become familiar with locally owned coffee shops.

2. Students can meet new people/socialize since the Rotunda is a smaller space.

3. Get students excited for their spring semester.

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

**DESCRIPTION AMOUNT VENDOR**

|  |  |  |
| --- | --- | --- |
| 1.Cookies/Muffins | $300.00 | Costco |
| 2.Coffee Vendor 1 | $300.00 | TBA |
| 3. Coffee Vendor 2 | $300.00 | TBA |
| 4. Coffee Vendor 3 | $300.00 | TBA |
| 5. Coffee Vendor 4 | $300.00 | TBA |
| 6.Creamer/Sugar/Stir Sticks/Plates/Napkins/Cups | $300.00 | Costco |
| 7.Table Banners | $75.00 | @One |
| 8. | $ |  |
| 9. | $ |  |
| 10. | $ |  |

**TOTAL EVENT BUDGET $1875.00**

**TOTAL ASUN REQUEST $1875.00**

**ASUN DEPARTMENT OF PROGRAMMING**

EVENT & BUDGET PROPOSAL FORM

**CONTACT INFORMATION**

Programmer: Gabi Lew/Lena Kinel Phone: 7752008794

Intern: Maddie Mastrangioli/Alyssa Abbs Phone: 7027039102

**EVENT INFORMATION**

Event Name: “Making Ties” with your ASUN Officers Event Date: 1/30/18

Event Synopsis: Students come make tie-blankets and meet ASUN Officers to donate to a homeless shelter.

Event Location: Pack Place Hours of Event: 6-8pm

Expected Attendance: 50 Target Audience: Students

Learning Outcomes:

1. Students can meet and greet with their ASUN Officers and learn more about what we do on campus.

2. Learn how to craft tie-blankets for donation.

3. Make connections/network in and outside of ASUN.

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

**DESCRIPTION AMOUNT VENDOR**

|  |  |  |
| --- | --- | --- |
| 1.Fleece | $800.00 | Joanne’s |
| 2.Scissors/Rulers/Hot Cocoa | $50.00 | Walmart |
| 3.Cookies/Cups/Napkins | $100.00 | Costco |
| 4. | $ |  |
| 5. | $ |  |
| 6. | $ |  |
| 7. | $ |  |
| 8. | $ |  |
| 9. | $ |  |
| 10. | $ |  |

**TOTAL EVENT BUDGET $950.00**

**TOTAL ASUN REQUEST $950.00**

EVENT & BUDGET PROPOSAL FORM

**CONTACT INFORMATION**

Programmer: Mia Kinel Phone: 7026357506

Programmer: Kyle Feng Phone: 7026309388

**EVENT INFORMATION**

Event Name: Welcome Back Week Comedian Event Date: January 31, 2018

Event Synopsis: The University students will be given the opportunity to enjoy a comedy show at the start of the Spring Semester in efforts to lighten the population morale!

Event Location: Joe Crowley Student Union Ballrooms Hours of Event: 7-9:00 PM

Expected Attendance: 500+ Target Audience: Students

Learning Outcomes:

1. Engagement

2. Enlightenment

3. Optimism

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

**DESCRIPTION AMOUNT VENDOR**

|  |  |  |
| --- | --- | --- |
| 1. Comedian | $ 20,000.00 | TBA |
| 2. | $ |  |
| 3. | $ |  |
| 4.  | $  |  |
| 5.  | $ |  |
| 6. | $ |  |
| 7. | $ |  |
| 8. | $ |  |
| 9. | $ |  |
| 10. | $ |  |

**Total $20,000.00**

**ASUN DEPARTMENT OF PROGRAMMING**

EVENT & BUDGET PROPOSAL FORM

**CONTACT INFORMATION**

Programmer: Mia Kinel Phone: 7026357506

Programmer: Kyle Feng Phone: 7026309388

**EVENT INFORMATION**

Event Name: Fencing Repair Event Date: NA

Event Synopsis: NA

Event Location: NA Hours of Event: NA

Expected Attendance: NA Target Audience: NA

Learning Outcomes:

1. NA

2. NA

3. NA

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

**DESCRIPTION AMOUNT VENDOR**

|  |  |  |
| --- | --- | --- |
| 1. Fencing Repair | $ 113.00 | Tholl Fence, Inc. |
| 2. | $ |  |
| 3. | $ |  |
| 4.  | $  |  |
| 5.  | $ |  |
| 6. | $ |  |
| 7. | $ |  |
| 8. | $ |  |
| 9. | $ |  |
| 10. | $ |  |

**Total $113.00**

**ASUN DEPARTMENT OF PROGRAMMING**

EVENT & BUDGET PROPOSAL FORM

**CONTACT INFORMATION**

Programmer: Mia Kinel Phone: 7026357506

Intern: Kyle Feng Phone: 7026309388

**EVENT INFORMATION**

Event Name: TedX-University of Nevada, Reno Event Date: January 27, 2018

Event Synopsis: “Where video and live speakers combine to spark deep discussion and connection.”

Event Location: Reno- Sparks Convention Center Hours of Event: TBA

Expected Attendance: Target Audience: Students

Learning Outcomes:

1. Deep discussion

2. Connection in a small group setting

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

**DESCRIPTION AMOUNT VENDOR**

|  |  |  |
| --- | --- | --- |
| 1. TedX  | $15,000.00 |  |
| 2. | $ |  |
| 3.  | $ |  |
| 4.  | $ |  |
| 5.  | $ |  |
| 6. | $ |  |
| 7. | $ |  |
| 8. | $ |  |
| 9. | $ |  |
| 10. | $ |  |

**TOTAL EVENT BUDGET $15,000.00**

**TOTAL ASUN REQUEST $15,000.00**