# Department of Event Programming

**Senate of the Associated Students 85th Session**

**Agenda for Thursday, March 8 at 7:00 p.m.**

**Joe Crowley Student Union, Third 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
2. The committee will consider the approval of the minutes from December 20, 2017. The committee will discuss the minutes from December 20, 2017 and may choose to amend or edit the minutes. Upon conclusion of the discussion the committee may choose to approve the minutes.
3. BUDGET REVIEW
4. 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.
5. REPORTS
   1. Erika Bickel, Programmer
   2. Matt Dutcher, Programmer
   3. Ronald Helphill, Programmer
   4. Paulena Kinel, Programmer
   5. Gabi Lew, Programmer
   6. Holly White, Programmer
   7. Kyle Feng, Assistant Director
   8. Austin Lensch, Assistant Director
   9. Emilia Kinel, Director
6. OLD BUSINESS

There is no old business at this time.

1. NEW BUSINESS
   1. The department will review, discuss, and debate the following event and budget proposals. Actions may be taken to approve favorable proposals
      1. Francesca Ramsey
      2. Andi Zeisler
      3. Spring Concert
2. COMMENTS AND ANNOUNCEMENTS\*

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. The Director shall recognize in turn programmers requesting the floor for a period to not exceed two minutes.

1. 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**

EVENT & BUDGET PROPOSAL FORM

**CONTACT INFORMATION**

Programmer: Mia Kinel Phone: 7026357506

Programmer: Kyle Feng Phone: 7026309388

**EVENT INFORMATION**

Event Name: Francesca Ramsey Event Date: April 14th

Event Synopsis: Speaker for the Northern Nevada Diversity Summit.

Hours of Event: 7:00 PM

Expected Attendance: 500+ Target Audience: Students/ Public

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

**DESCRIPTION AMOUNT VENDOR**

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

**ASUN DEPARTMENT OF PROGRAMMING**

EVENT & BUDGET PROPOSAL FORM

**CONTACT INFORMATION**

Programmer: Mia Kinel Phone: 7026357506

Programmer: Kyle Feng Phone: 7026309388

**EVENT INFORMATION**

Event Name: Andi Zeisler Event Date: March 6th

Event Synopsis: Speaker to be included in the Speaker Inclusion Series.

Hours of Event: 7:00 PM

Expected Attendance: 250+ Target Audience: Students/ Public

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

**DESCRIPTION AMOUNT VENDOR**

|  |  |  |
| --- | --- | --- |
| 1. Joe Staffing | $ 500.00 |  |
| 2. Miscellaneous | $150.00 |  |
| 3. | $ |  |
| 4. | $ |  |
| 5. | $ |  |
| 6. | $ |  |
| 7. | $ |  |
| 8. | $ |  |
| 9. | $ |  |
| 10. | $ |  |

**Total 650.00**

**ASUN DEPARTMENT OF PROGRAMMING**

EVENT & BUDGET PROPOSAL FORM

**CONTACT INFORMATION**

Programmer: Mia Kinel Phone: 7026357506

Programmer: Kyle Feng Phone: 7026309388

**EVENT INFORMATION**

Event Name: Spring Concert Backline Event Date: March 31st

Event Synopsis: Spring Concert

Hours of Event: 7:00 PM

Expected Attendance: 500+ Target Audience: Students

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

**DESCRIPTION AMOUNT VENDOR**

|  |  |  |
| --- | --- | --- |
| 1. Production | $ 18,000.00 |  |
| 2. ESI | $ 2,000.00 |  |
| 3. | $ |  |
| 4. | $ |  |
| 5. | $ |  |
| 6. | $ |  |
| 7. | $ |  |
| 8. | $ |  |
| 9. | $ |  |
| 10. | $ |  |

**Total 20,000.00**