

# The Department of Event Programming

Executive Board of the Associated Students 86th Session

Agenda for Saturday, May 12, 2018 at 3:30 p.m.

Joe Crowley Student Union Room 420

## 1. **CALL MEETING TO ORDER\***

Call Meeting to Order must be listed by Secretaries

## 2. **ROLL CALL\***

Roll Call must be listed by Secretaries

## 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**

There are no minutes to approve.

## 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. Alyssa Abbs, Event Programmer
- b. Demitri Bannoura, Event Programmer
- c. Holly White, Event Programmer
- d. Justin Kuykendall, Event Programmer
- e. Madison Mastrangioli, Event Programmer
- f. Nicholas Killian, Event Programmer
- g. Paulena Kinel, Event Programmer
- h. Trevor Christy, Event Programmer
- i. Austin Thummel, Assistant Director



Posted at the ASUN Offices in the Joe Crowley Student Union, Frandsen Humanities Building, the Pennington Student Achievement Center, Mathewson- IGT Knowledge Center, and online at [www.nevadaasun.com](http://www.nevadaasun.com).

If you would like a copy of any of the agenda items listed, please contact Director Lensch at [directorofprogramming@asun.unr.edu](mailto:directorofprogramming@asun.unr.edu).

- j. Gabrielle Lew, Assistant Director
- k. Austin Lensch, 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.
  - a. Poll Star Pro Renewal
  - b. Biggest Little Festival 2018
  - c. Summer BBQ Series

**9. 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.

**10. ADJOURNMENT**

**11. 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: Austin Lensch Phone: 775-722-3431  
 Intern: N/A Phone: \_\_\_\_\_

## EVENT INFORMATION

Event Name: Poll Star Pro Renewal Event Date: May 15, 2018  
 Event Synopsis: The Department of Event Programming will be renewing their account with Poll Star Pro in order to effectively plan for BLF 2018.  
 Event Location: ASUN Offices Hours of Event: n/a  
 Expected Attendance: n/a Target Attendance:  Students  General Public  Other \_\_\_\_\_

Learning Outcomes:

- 1.
- 2.
- 3.

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

DESCRIPTION	AMOUNT	VENDOR
1. Poll Star Pro renewal	\$ 550.00	Poll Star Pro
2.	\$	
3.	\$	
4.	\$	
5.	\$	
6.	\$	
7.	\$	
8.	\$	
9.	\$	
10.	\$	
<b>TOTAL EVENT BUDGET</b>	<b>\$ 550.00</b>	
<b>TOTAL ASUN REQUEST</b>	<b>\$ 550.00</b>	

# ASUN DEPARTMENT OF PROGRAMMING EVENT & BUDGET PROPOSAL FORM

## CONTACT INFORMATION

Programmer: Austin Lensch, Gabi Lew, Austin Thummel Phone: 775-722-3431  
 Intern: N/A Phone: \_\_\_\_\_

## EVENT INFORMATION

Event Name: Biggest Little Festival 2018 Event Date: September 8, 2018  
 Event Synopsis: Be entertained by live music and celebrate the kick off of the 2018-2019 school year.  
 Event Location: The Intramural Fields Hours of Event: 6pm-10pm  
 Expected Attendance: 6,000 Target Attendance:  Students  General Public  Other \_\_\_\_\_

### Learning Outcomes:

1. Students will be able to connect with one another and enjoy the start of a new year.
2. Students will be exposed to artists of a variety of genres.
3. Students will be able to make life-long memories and will make connections with the University of Nevada.

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

DESCRIPTION	AMOUNT	VENDOR
1. Talent/Band	\$ 110,000	Talent Agency TBD (waiting for quote)
2. Sound and Lights	\$ 40,000	TBD (waiting for quote)
3. University Police	\$ 7,000	UNR PD
4. Emergency Techs (2)	\$ 3,000	REMSA
5. Event Services (Towing, Fencing, Restrooms, barricades, etc.)	\$ 20,000	TBD (waiting for quote)
6. ESI Security	\$ 10,000	ESI
7. Light Towers	\$ 2,000	TBD
8. Wrist Bands	\$ 4,000	TBD
9. Swag	\$ 8,000	Wolf Shop
10. Misc. (Fun attractions, food for artists, etc.)	\$ 3,000	TBD
<b>TOTAL EVENT BUDGET</b>	<b>\$ 207,000</b>	
<b>TOTAL ASUN REQUEST</b>	<b>\$ 207,000</b>	

# 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.	\$	
<b>TOTAL EVENT BUDGET</b>	<b>\$</b>	
<b>TOTAL ASUN REQUEST</b>	<b>\$</b>	

# Summer 2018 Barbecues

12-1  
 GAW @ 10:30

Mini		First		Second	
8-1-May		21-Jun <i>highest turnout</i>		26-Jun	
Shopping List	est.	Shopping List	est.	Shopping List	est.
hamburgers	300	hamburgers	600	hamburgers	500
veggie burgers	75	veggie burgers	150	veggie burgers	100
hot dogs	100	hot dogs	400	hot dogs	300
hamburger buns	375	hamburger buns	750	hamburger buns	500
hot dog buns	100	hot dog buns	400	hot dog buns	300
assorted sodas	400	assorted sodas	600	assorted sodas	500
ketchup	10	ketchup	15	ketchup	15
mustard	10	mustard	15	mustard	15
relish	10	relish	15	relish	15
cheese	300 slices	cheese	500 slices	cheese	400 slices
chips	400	chips	700	chips	600
plates	500	plates	800	plates	700
napkins	500	napkins	800	napkins	700
lighter		lighter		lighter	
cooking utensils		cooking utensils		cooking utensils	
disposable gloves		disposable gloves		disposable gloves	
Grills	2		3		3
check off		check off		check off	