

# The Department of Event Programming

Executive Board of the Associated Students 86th Session  
Agenda for Tuesday, September 18, 2018 at 6:00 p.m.  
President's Conference Room, 3<sup>rd</sup> Floor of the Joe Crowley Student Union

## 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. Light the N
  - b. Homecoming Pageant
  - c. Protect Our Pack
  - d. Blood Drive
  - e. The Howl Fest
  - f. Fan Fest (Women's Soccer Pregame Shindig)

**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: \_\_\_\_\_ 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>TOTAL ASUN REQUEST</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>TOTAL ASUN REQUEST</b>	\$	

# ASUN DEPARTMENT OF PROGRAMMING EVENT & BUDGET PROPOSAL FORM

## CONTACT INFORMATION

Programmer: Justin Kuykendall

Phone: 702-569-6602

Programmer: Madison Mastrangioli

Phone: 702-703-9102

## EVENT INFORMATION

Event Name: "Bleed Blue and Silver" Blood Drive

Event Date: 10/10/18

Event Synopsis: Blood drive conducted through the United Blood Services to gain donations of units of blood. Student donors will also have the opportunity to visit other tables of service organizations present when they donate blood during the event.

Event Location: JCSU Ballroom C

Hours of Event: 10am-4:30pm

Expected Attendance: 300

Target Audience:  Students  General Public  Other \_\_\_\_\_

Learning Outcomes:

1. Students will serve their community.
2. Students will learn about other opportunities to serve their community.
3. Students will learn the importance of donating blood for those in need.

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

### DESCRIPTION

### AMOUNT

### VENDOR

1. (2) JCSU Staff	\$170.00	JCSU
2. Assorted energy-replenishing snacks/drinks	\$100.00	Walmart
3. Miscellaneous	\$100.00	Misc.
<b>TOTAL EVENT BUDGET</b>	<b>\$370.00</b>	
<b>TOTAL ASUN REQUEST</b>	<b>\$370.00</b>	

# ASUN DEPARTMENT OF BLUE CREW EVENT & BUDGET PROPOSAL FORM

## CONTACT INFORMATION

Programmer: Holly and TJ Phone: 775-997-9042  
 Intern: Unknown Phone: N/A

## EVENT INFORMATION

Event Name: The Howl Fest Event Date: 10/11/18  
 Event Synopsis: Get ready for the Homecoming game with a fun pep rally! This is a family friendly event filled with games, live performances, fireworks, and more.  
 Event Location: Gateway Plaza Hours of Event: 7:00pm-10:00pm  
 Expected Attendance: 500+ Target Attendance:  Students  General Public  Other \_\_\_\_\_

Learning Outcomes:

1. Promote pack pride and connect students to the campus.
2. Plan an event for Alumni to come back and connect with the campus.
3. To continue the campus to the city initiative.

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

DESCRIPTION	AMOUNT	VENDOR
1. Event Costs (more specific budget to be approved next week)	\$10,000.00	Misc.
2.		
3.		
4.		
5.		
6.		
7.		
9.		
10.		
<b>TOTAL EVENT BUDGET</b>	<b>\$10,000.00</b>	
<b>TOTAL ASUN REQUEST</b>	<b>\$10,000.00</b>	

# ASUN DEPARTMENT OF BLUE CREW EVENT & BUDGET PROPOSAL FORM

## CONTACT INFORMATION

Programmer: Nick, Maddie Phone: (L)7578104985 (R)7027039102  
 Intern: Unknown Phone: N/A

## EVENT INFORMATION

Event Name: Women's Soccer Pregame Shindig Event Date: 10/12/18  
 Event Synopsis: To show support for the UNR Women's Soccer team we will have music, bbq, and bubble soccer on the KC lawn before their home game against SDSU  
 Event Location: KC Lawn Hours of Event: 4:30-6:30pm  
 Expected Attendance: 300-500 Target Attendance:  Students  General Public  Other \_\_\_\_\_

### Learning Outcomes:

1. Promoting the importance of living a healthy lifestyle by getting students physically active.
2. Unite students through the support of our Nevada women's soccer team.
3. To unite students and partake in a new University of Nevada Tradition.

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

DESCRIPTION	AMOUNT	VENDOR
1. Grills	\$400	Camelot Party Rentals
2. Burgers	\$300	Walmart
3. Hotdogs	\$100	Walmart
4. Buns	\$200	Walmart
5. Plates/Napkins/Cups	\$150	Walmart
6. Condiments	\$50	Walmart
7. Swag	\$400 (subject to change, still waiting on quote)	Wolf Shop
8. Bubble Soccer	\$400	Bubble Soccer USA
9. Miscellaneous	\$250	
10.	\$	
<b>TOTAL EVENT BUDGET</b>	<b>\$2250</b>	
<b>TOTAL ASUN REQUEST</b>	<b>\$2250</b>	

