

# Committee on Event Programming

Executive Board of the Associated Students 86th Session  
Agenda for Tuesday, December 11, 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**

a. There are no minutes to approve at this time.

## 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).

# 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>	

- 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. Soup For Success
  - b. Grab n Go Breakfast
  - c. Nuggets of Gold
  - d. Mackay n Cheese
  - e. Beat UNLV (Basketball)
  - f. Spring Concert/Comedian (end of year event)

## **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>\$</b>	
<b>TOTAL ASUN REQUEST</b>	<b>\$</b>	

# ASUN DEPARTMENT OF PROGRAMMING EVENT & BUDGET PROPOSAL FORM

## **CONTACT INFORMATION**

Programmer: Gabi Lew

Phone: 775-200-8794;

Intern: Makenzie Clark & Justin Balconi

Phone:

## **EVENT INFORMATION**

Event Name: Grab and Go Breakfast

Event Date: February 19th, 2019

Event Synopsis: Passing out a healthy and balanced breakfast to students on the go.

Event Location: 2 distribution locations: Hilliard Plaza and KC Breezeway

Hours of Event: 8:30-10:30am

Expected Attendance: 300-500

Target Audience:  Students  General Public  Other

Learning Outcomes:

1. The importance of breakfast.
2. What you can eat for a healthy breakfast.
3. Marketing ASUN to students who have earlier morning classes and might not otherwise know about ASUN.

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

### **DESCRIPTION**

### **AMOUNT**

### **VENDOR**

1.Cereal, Milk, Oatmeal, Fruit, Juice, Granola Bars, Breakfast Breads	\$350	Walmart
2.Plates, Napkins, Utensils, Cups, Bowls etc.	\$50	Walmart
3.Bagels/Shmear (16x Bakers Dozen)	\$ 230	Einstein Bros
4.Coffee (17x travelers)	\$ 275	Starbucks
5.Misc.	\$100	
6.	\$	
7.	\$	
8.	\$	
9.	\$	
10.	\$	

**TOTAL EVENT BUDGET: \$1005**

**TOTAL ASUN REQUEST: \$1005**

# ASUN DEPARTMENT OF PROGRAMMING EVENT & BUDGET PROPOSAL FORM

## **CONTACT INFORMATION**

Programmer: Gabi Lew

Phone: 775-200-8794;

Intern: Kelsey LeBoeuf and DJ Higa

Phone: 702-468-7406

## **EVENT INFORMATION**

Event Name: Nuggets of Gold

Event Date: February 20, 2019

Event Synopsis: Students can express their creativity with interactive booths, while also learning about the art of different cultures through various campus clubs. Students will also be able to learn about Nevada's mining history and eat "golden" nuggets in celebration of Mackay week.

Event Location: KC Lawn

Hours of Event: 11-2pm

Expected Attendance: 500

Target Audience:  Students  General Public  Other

Learning Outcomes:

1. Learning about and appreciating cultures and their art that would otherwise not be known
2. A quick, fun break from the stress of classes that allows for creativity in any way they see fit
3. Discover various art clubs on campus
4. Learn about Nevada's rich mining history

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

DESCRIPTION	AMOUNT	VENDOR
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1. NUGGETS	\$800	TBD
2. miscellaneous	\$200	
3.	\$	
4.	\$	
5.	\$	
6.	\$	
7.	\$	
8.	\$	
9.	\$	
10.	\$	

<b>TOTAL EVENT BUDGET</b>	<b>\$1,000</b>
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<b>TOTAL ASUN REQUEST</b>	<b>\$1,000</b>
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