

# Committee on Event Programming

Executive Board of the Associated Students 86th Session

Agenda for Thursday, February 28, 2019 at 7:30 p.m.

Joe Crowley Student Union Room 317

## 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. The committee will consider the approval of the minutes from February 7, 2019. Upon conclusion of the discussion the committee may choose to approve the minutes.
- b. The committee will consider the approval of the minutes from February 14, 2019. Upon conclusion of the discussion the committee may choose to approve the minutes.
- c. The committee will consider the approval of the minutes from February 21, 2019. Upon conclusion of the discussion the committee may choose to approve the minutes.

## 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



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).

- d. Madison Mastrangioli, Event Programmer
- e. Nicholas Killian, Event Programmer
- f. Paulena Kinel, Event Programmer
- g. Austin Thummel, Assistant Director
- h. Gabrielle Lew, Assistant Director
- i. 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. Spring Concert
  - b. Family Weekend
  - c. Diversity Speaker Summit

**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 BLUE CREW EVENT & BUDGET PROPOSAL FORM

## CONTACT INFORMATION

Programmer: Austin Lensch, Gabi Lew, Austin Thummel Phone: (775)-722-3431, (775)-200-8794, (702)-501-1989

Intern: \_\_\_\_\_ Phone: \_\_\_\_\_

## EVENT INFORMATION

Event Name: Spring End of the Semester Event Event Date: TBD

Event Synopsis: End of Semester event for students to celebrate the start of a new school year

Event Location: TBD Hours of Event: 6 pm – 10 pm

Expected Attendance: 1500+ Target Attendance:  Students  General Public  Other \_\_\_\_\_

Learning Outcomes:

1. Students will be able to connect with each other and enjoy a live performance
- 2.
- 3.

## BUDGET INFORMATION

*Please itemize your ENTIRE event budget below:*

DESCRIPTION	AMOUNT	VENDOR
1. Talent	\$27,500.00	
2. Staging	\$20,000	Moon Lighting and Sound
3. Fencing/Porta Potties/Barricades	\$8,000	Quick Space
4. ESI	\$3,750	ESI
5. Joe Staffing	\$1,000	Joe Crowley Student Union
6. REMSA	\$2,000	
7. UNR PD	\$2,000	
8. Insurance	\$1,000	
9.	\$	
10.	\$	
<b>TOTAL EVENT BUDGET</b>	<b>\$63,250.00</b>	
<b>TOTAL ASUN REQUEST</b>	<b>\$63,250.00</b>	

# ASUN DEPARTMENT OF PROGRAMMING EVENT & BUDGET PROPOSAL FORM

## **CONTACT INFORMATION**

Programmer: Alyssa Abbs  
Programmer: Demitri Bannoura

Phone: (702) 882-8431  
Phone: (702) 340-9714

## **EVENT INFORMATION**

Event Name: Family Weekend Event Date: April 5-7, 2019

Event Synopsis: Welcome families to the University and show them what the Wolf Pack is all about.

Event Location: Coconut Bowl, JCSU Ballrooms, Main Campus, KC Lawn Hours of Event: Varied

Expected Attendance: 300-600 Target Audience:  Students  General Public  Other: Families

Learning Outcomes:

1. Engage students and families with the University of Nevada, Reno
2. Show families the various great things about the University of Nevada, Reno
3. Help make the university more of a home by welcoming families into it

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

### **DESCRIPTION**

### **AMOUNT**

### **VENDOR**

1. Coconut Bowl (games and food)	\$4,907.50	Wild Island
2. Brunch Catering	\$4,000.00	Silver and Blue Catering
3. JCSU Staffing (2 people) for Brunch and Game Night	\$170.00	JCSU
4. BBQ Catering (70 BBQ meals)	\$630.00	Dickey's BBQ
5. BBQ Catering (15 vegan meals)	\$135.00	Great Full Gardens
7. BBQ Drinks (powdered lemonade)	\$30.00	Walmart
8. Cups, Silverware, other utensils	\$100.00	Walmart
9. Chips for vegan meals	\$20.00	Walmart
10. Game night items	\$300.00	Walmart and Kahoot
11. Shirts	\$2,500.00	Wolf Shop
12. Misc.	\$500.00	Misc.
<b>TOTAL EVENT BUDGET</b>	<b>\$13,292.50</b>	
<b>TOTAL ASUN REQUEST</b>	<b>\$14,000.00</b>	

# ASUN DEPARTMENT OF PROGRAMMING EVENT & BUDGET PROPOSAL FORM

## CONTACT INFORMATION

Programmer: Austin Lensch

Phone: (775)722-3431

Programmer:

Phone:

## EVENT INFORMATION

Event Name: Diversity Summit Speaker

Event Date: April 11, 2019

Event Synopsis: Learn about topics related to diversity, inclusion, advocacy, and more from a guest speaker.

Event Location: JCSU Ballrooms

Hours of Event: 7pm-9pm

Expected Attendance: 800

Target Audience:  Students  General Public  Other: Faculty

Learning Outcomes:

1. Students will be exposed to topics relating to diversity, inclusion, advocacy, and more.
2. Students will be able to find ways to become activists in their own community.
3. Students will be able to connect with the campus community.

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

### DESCRIPTION

### AMOUNT

### VENDOR

1. Speaker Fees	\$5,000.00	TBD
<b>TOTAL EVENT BUDGET</b>	<b>\$5,000.00</b>	
<b>TOTAL ASUN REQUEST</b>	<b>\$5,000.00</b>	