

Committee on Event Programming

Executive Board of the Associated Students 87th Session
Agenda for Thursday, August 15th, 2019 at 9:00 a.m.
Joe Crowley Student Union – President’s Conference Room

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 May 10, 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 June 12, 2019. Upon conclusion of the discussion the committee may choose to approve the minutes.

5. **BUDGET REVIEW**

- a. The Assistant Director of Budget and Assessment 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. Michael Aboussie, Event Programmer
- b. Daniela Cortes-Arriola, Event Programmer
- c. Kevin Finkler, Event Programmer
- d. Wes Fullmer, Event Programmer
- e. Ingrid Kaiser Silva, Event Programmer
- f. Paulena Kinel, 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.

If you would like a copy of any of the agenda items listed, please contact Director Lew at directorofprogramming@asun.unr.edu.

- g. Alissa Lavelle, Event Programmer
- h. Tara Okui, Event Programmer
- i. Hayden Grant, Assistant Director
- j. Sheridan Manfredi, Assistant Director
- k. Gabrielle Lew, 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. Paint the N
 - b. “Bleed Silver and Blue” Blood Drive and BBQ
 - c. Undie Run and Pack Provisions Hygiene Drive
 - d. Pit Stop Pageant
 - e. Community TEAm-Up with NYEP

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.	\$	
TOTAL EVENT BUDGET	\$	
TOTAL ASUN REQUEST	\$	

ASUN DEPARTMENT OF PROGRAMMING EVENT & BUDGET PROPOSAL FORM

CONTACT INFORMATION

Programmer: Michael Aboussie

Phone: 925-808-9838

Programmer: Tara Okui

Phone: 702-994-1588

EVENT INFORMATION

Event Name: "Bleed Silver and Blue" Blood Drive and BBQ

Event Date: September 23, 2019

Event Synopsis: Students will have the opportunity to donate blood with the ability to enjoy a burger or hot dog and communicate with on campus organizations and services.

Event Location: KC Rotunda/Gateway Plaza

Hours of Event: Blood drive 10am-4pm BBQ 11am-1pm

Expected Attendance: 700

Target Audience: x Students x General Public x Other

Learning Outcomes:

1. Students can give back by donating their blood.
2. Students can eat a good meal to continue their studies on campus.
3. Students can communicate with services on campus.

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

DESCRIPTION	AMOUNT	VENDOR
1. Blood Donor Snacks	\$100	Walmart
2. 2 Grills 2 Propane tanks	\$ 450	Camelot
3. Burgers	\$ 200	Walmart
4 Hot Dogs	\$100	Walmart
5. Buns	\$200	Walmart
6. Plates/Napkins	\$ 100	Walmart
7. Cups	\$ 100	Walmart
8. Condiments	\$ 50	Walmart
9. Joe Staff	\$200	The Joe
10. Misc	\$ 100	Walmart
11.	\$	
TOTAL EVENT BUDGET	\$1600	
TOTAL ASUN REQUEST	\$1600	

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.	\$	
TOTAL EVENT BUDGET	\$	
TOTAL ASUN REQUEST	\$	

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.	\$	
TOTAL EVENT BUDGET	\$	
TOTAL ASUN REQUEST	\$	

ASUN DEPARTMENT OF PROGRAMMING EVENT & BUDGET PROPOSAL FORM

CONTACT INFORMATION

Programmer: Michael Aboussie

Phone: 925-808-9838

Intern: Lena Kinel

Phone: 702-824-4067

EVENT INFORMATION

Event Name: Community TEAm-Up with NYEP

Event Date: September 27, 2019

Event Synopsis: Students will enjoy delicious Boba tea and communicate with the wonderful people that make up the NYEP.

Event Location: KC Rotunda

Hours of Event: 10am-2pm

Expected Attendance: 500-600

Target Audience: Students General Public Other

Learning Outcomes:

1. Students can lend a hand and learn about the NYEP
2. Incorporate the concepts of diversity, inclusion, and unity into our ASUN events.
3. Students can enjoy a refreshing cup of tea to enhance their studies

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

DESCRIPTION	AMOUNT	VENDOR
1 Boba Tea	\$ 1500	SOHO
2. Decorations	\$ 100	Walmart
3. Misc.	\$ 100	Walmart
4.	\$	
5.	\$	
6.	\$	
7.	\$	
8.	\$	
9.	\$	
10.	\$	

TOTAL EVENT BUDGET \$1700

TOTAL ASUN REQUEST \$1700