

Department of Event Programming

Executive Board of the Associated Students 88th Session

Agenda for Tuesday, October 13, 2020 at 12:00 p.m.

Zoom Meeting: email Tara Okui at ADBudget@asun.unr.edu for more information

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

5. OLD BUSINESS

6. REPORTS

- a. Vanessa Komanduri
- b. Emily Leech
- c. Michala Matovina
- d. Tara Okui



Posted at the ASUN Offices online at www.nevadaasun.com. If you would like a copy of any of the agenda items listed, please contact Tara Okui at ADBudget@asun.unr.edu Humanities Building, the Ansari Business Building, 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 Assistant Director Okui at ADBudget@asun.unr.edu.

7. 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. Pack Packs
 - b. Football Fest

8. PUBLIC COMMENT*

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9. ADJOURNMENT

10. 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:	Emily Leech	Phone:	(702)-612-5905
Intern:		Phone:	

EVENT INFORMATION

Event Name: Pack Pack's - Pumpkin Pack (tentative) Event Date: Tuesday, October 20, 2020

Event Synopsis: monthly at home event kits for each month, this one is for October; tabling for students to pick up October's kit and help advertise the Football Fest

Event Location: KC lawn Hours of Event: **11:00 am to 1:00 pm**

Expected Attendance: 400 Target Audience: Students Public Other

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

DESCRIPTION:	AMOUNT:	VENDOR:
1. mini pumpkins 5 ct, 3.48 each, 80 units total	\$ 280	Walmart
2. 6 color paint strip and paint brush 12 ct, 13.99 each, 34 units total	\$ 476	Amazon
3. reusable tote bags 10 ct, 10.99 each, 40 units total	\$ 440	Amazon
4. Oreo sandwich Halloween cookies trick or treat snack packs (2 cookies per pack) 34 ct, 7.98 each, 12 units total	\$ 96	Walmart
5. pumpkin stickers 800 ct, 11.99 each, 1 unit total	\$ 12	Amazon
6. Disposable Halloween Face Mask 50 ct, 17.49 each, 8 units total	\$ 140	Amazon
7. miscellaneous	\$ 140	TBD
TOTAL EVENT BUDGET	\$ 1584	
TOTAL ASUN REQUEST	\$ 1584	

ASUN DEPARTMENT OF PROGRAMMING EVENT & BUDGET PROPOSAL FORM

CONTACT INFORMATION

Programmer:	Vanessa Komanduri	Phone:	7024936290
Intern:	Mackenzie Wakefield	Phone:	3604206435

EVENT INFORMATION

Event Name: Football
Fest

Event Date:
Wednesday,
October 28th,
2020

Event Synopsis: Students will meet some of the football team, enjoy some BBQ food, and learn a little more about what ASUN has in store for the rest of the semester.

Event Location: KC
lawn

Hours of Event:
12:00-2:30PM

Expected Attendance:
200 students

Target Audience: **Students** Public Other

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

DESCRIPTION:	AMOUNT:	VENDOR:
1. 250 Classic BBQ Box, 9.99 each	2500.00	Famous Daves
2. Sharpie Metallic Permanent Markers, Fine Point, Silver, 12 Count	22.00	Walmart
3. 2 Great Value Premium Assorted Clear Cutlery, 192 Count	15.00	Walmart
4. Miscellaneous	300.00	
5.		
6.		
7.		
TOTAL EVENT BUDGET	3000.00	
TOTAL ASUN REQUEST	2837.00	