

# Department of Event Programming

Executive Board of the Associated Students 88th Session

Agenda for Friday, November 13, 2020 at 4:00 p.m.

Zoom Meeting: email Tara Okui at [ADBudget@asun.unr.edu](mailto: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. 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. Five Days of Giveaways!



Posted at the ASUN Offices online at [www.nevadaasun.com](http://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](mailto:ADBudget@asun.unr.edu) Humanities Building, the Ansari Business Building, 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 Assistant Director Okui at [ADBudget@asun.unr.edu](mailto:ADBudget@asun.unr.edu).

**7. REPORTS**

- a. Vanessa Komanduri, Event Programmer
- b. Emily Leech, Event Programmer
- c. Michala Matovina, Assistant Director
- d. Tara Okui, Assistant Director

**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: \_\_\_\_\_ 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> | \$     |        |