

# Department of Event Programming

Executive Branch of the Associated Students 87th Session

Agenda for Wednesday, January 29<sup>th</sup>, 2020 at 10:00 a.m.

Joe Crowley Student Union, Room 324

## 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.
- c. The committee will consider the approval of the minutes from August 15<sup>th</sup>, 2019. Upon conclusion of the discussion the committee may choose to approve the minutes.
- d. The committee will consider the approval of the minutes from August 28<sup>th</sup>, 2019. Upon conclusion of the discussion the committee may choose to approve the minutes.
- e. The committee will consider the approval of the minutes from October 9<sup>th</sup>, 2019. Upon conclusion of the discussion the committee may choose to approve the minutes.
- f. The committee will consider the approval of the minutes from October 23<sup>rd</sup>, 2019. Upon conclusion of the discussion the committee may choose to approve the minutes.
- g. The committee will consider the approval of the minutes from December 4<sup>th</sup>, 2019. Upon conclusion of the discussion the committee may choose to approve the minutes.



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 Assistant Director Grant at [haydeng@asun.unr.edu](mailto:haydeng@asun.unr.edu).

## **5. 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
- g. Alissa Lavelle, Event Programmer
- h. Tara Okui, Event Programmer
- i. Hayden Grant, Assistant Director
- j. Sheridan Manfredi, Assistant Director
- k. Gabrielle Lew, Director

## **6. OLD BUSINESS**

## **7. NEW BUSINESS**

The department will review, discuss, and debate the following events and budget proposals. After discussion, the department will have the opportunity to approve, amend or table the following proposals.

- a. Be Sweet and Get a Treat
- b. Mackay's Wacky Pop-Up Shop
- c. Nuggets of Gold
- d. Mackay and Cheese

## **8. 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.

## **9. ADJOURNMENT**

## **10. NOTES.**

Unless otherwise marked by an asterisk, all items are action items upon which the Department 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 Assistant Director of Programming 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>	\$	

# ASUN DEPARTMENT OF PROGRAMMING EVENT & BUDGET PROPOSAL FORM

## **CONTACT INFORMATION**

Programmer: Ashley Parenti & Kevin Valladares

Phone: (925) 518-1838 & (775) 203-1461

Intern:

Phone:

## **EVENT INFORMATION**

Event Name: Mackay's Wacky Pop-Up Shop

Event Date:

02/12/2020

Event Synopsis: Students will have the opportunity to get a jacket for free and enter a raffle to win a basket.

Event Location: JCSU

Hours of Event: 1pm-3pm

The Great Room

Expected Attendance:  
80

Target Audience:  Students  Public  Other

Learning Outcomes:

1. For students to learn ways to give back to the community
2. For students to learn basic self-care measures
3. For students to be subjected to a safe space of inclusion for all

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

<b>DESCRIPTION:</b>	<b>AMOUNT:</b>	<b>VENDOR:</b>
1. Jackets (around \$10 per jacket, buying 10 jackets per store (3 stores total))	\$300	Savers, St. Vincent, Goodwill
2. Wolf-Shop (UNR shirt (1), mug(1), hat (1), scantrons (pk 6)	\$60	Wolf-Shop
3. Walmart ( 5-pk G2 pens (2), 4-pk mechanical pencils (1), face masks (3), candle (1), tea (1 box), mug (1), baskets (3)	\$70	Walmart
4. Duds'n Suds (about \$1.30 a pound)	\$100	Duds'n Suds
5. Walmart (Top Ramen (3pks), pop-tarts (1 box), fruit snacks (1 box), cheese-its (1 box), fruit roll-ups (1 box)	\$30	Walmart
6. Miscellaneous	\$50	Walmart

7.	\$	
8.	\$	
9.	\$	
10.	\$	
<b>TOTAL EVENT BUDGET</b>	\$610	
<b>TOTAL ASUN REQUEST</b>	\$610	

# ASUN DEPARTMENT OF PROGRAMMING EVENT & BUDGET PROPOSAL FORM

## CONTACT INFORMATION

Programmer: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Intern: Michala Matovina Phone: 775-388-2235  
 Liza Spilsbury 702-443-8618

## EVENT INFORMATION

Event Name: Nuggets of Gold Event Date: 02/11/2020  
 Event Synopsis: This is an event during Mackay Week that students will be able to come and enjoy free food.  
 Event Location: KC Rotunda Hours of Event: 12PM-2PM  
 Expected Attendance: 500 Target Audience:  Students  Public  Other

- Learning Outcomes:
1. Students will be able to learn about the history of the University and John Mackay.
  2. Students will learn the importance of sustainability.
  3. Students will have the opportunity to try a new kind of food (vegan nuggets) that they might not have before.

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

DESCRIPTION:	AMOUNT:	VENDOR:
1. Chicken Nuggets (30 10-pc boxes x \$1.49 per 10-pc)	\$450	Burger King
2. Gardein Vegan Nuggets (10 10-pc bags x \$4.49 per bag)	\$50	Walmart
3. Sustainable Disposable Boxes (10 50-pack bags x \$14.99 per pack)	\$150	<a href="https://www.amazon.com">amazon.com</a>
4. Drinks (Sunny D gallon sized x 8)	\$30	Walmart
5. Napkins (1 700-ct bag)	\$10	Walmart
6. Sauces (Burger King sauces and Ketchup)	\$30	Burger King/ Walmart
7. Miscellaneous	\$70	Walmart
8.	\$	
9.	\$	
10.	\$	
<b>TOTAL EVENT BUDGET</b>	<b>\$790</b>	

**TOTAL ASUN REQUEST**

\$790

# ASUN DEPARTMENT OF PROGRAMMING EVENT & BUDGET PROPOSAL FORM

## CONTACT INFORMATION

Programmer:	Rey Keene-Gutierrez & Katie Mars	Phone:	Rey- 775-527-5389 Katie- 702-503-9942
Intern:		Phone:	

## EVENT INFORMATION

Event Name: Mackay  
& Cheese

Event Date:  
02/13/2020

Event Synopsis: Students will enjoy free Mac and Cheese, including gluten free and vegan options, in honor of John Mackay.

Event Location: KC  
Rotunda

Hours of Event:  
12-2pm

Expected Attendance: 300-700

Target Audience:  Students  Public  Other

Learning Outcomes:

1. Learn about the history of John Mackay and the University
2. Continue a tradition of this event
3. Promoting a sense of community by giving free food to students

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

DESCRIPTION:	AMOUNT:	VENDOR:
1. Mac and Cheese	\$850	Boston Market
2. Gluten Free Mac and Cheese	\$150	La Cucina
3. Vegan Mac and Cheese	\$150	Whole foods
4. Utensils - gloves, spoons, forks, etc.	\$200	Walmart
5. Drinks	\$250	Walmart
6. Toppings/ sides	\$75	Walmart
7. Food warming Equipment (sterno)	\$40	Amazon/walmart
8. Food warming bags	\$120	Amazon/walmart
9. Misc	\$180	TBD
10.	\$	
<b>TOTAL EVENT BUDGET</b>	\$2,015	
<b>TOTAL ASUN REQUEST</b>	\$2,015	