

# Department of Event Programming

Executive Board of the Associated Students 88th Session

Agenda for Friday, October 9, 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. REPORTS**

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



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. 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: 250      Target Audience:  Students     Public     Other

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

<b>DESCRIPTION:</b>	<b>AMOUNT:</b>	<b>VENDOR:</b>
1. mini pumpkins 5 ct, 3.48 each, 50 units total	\$ 175	Walmart
2. 6 color paint strip and paint brush 12 ct, 13.99 each, 21 units total	\$ 295	Amazon
3. reusable tote bags 10 ct, 10.99 each, 25 units total	\$ 275	Amazon
4. Oreo sandwich Halloween cookies trick or treat snack packs (2 cookies per pack) 34 ct, 7.98 each, 8 units total	\$ 65	Walmart
5. miscellaneous	\$ 80	TBD
6.		
7.		
<b>TOTAL EVENT BUDGET</b>	\$ 890	
<b>TOTAL ASUN REQUEST</b>	\$ 890	

# 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.		
<b>TOTAL EVENT BUDGET</b>	3000.00	
<b>TOTAL ASUN REQUEST</b>	2837.00	