

Department of Event Programming

Executive Board of the Associated Students 88th Session

Agenda for Friday, January 8, 2021 at 4:00 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. Heaven Ayele, Event Programmer
- b. Mehak Bal, Event Programmer
- c. Chrissy Ellis, Event Programmer
- d. Vanessa Komanduri, Event Programmer
- e. Emily Leech, Event Programmer
- f. Jada Maglinao, Event Programmer
- g. Michala Matovina, Assistant Director
- h. Tara Okui, Director



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 events and budget proposals.
 - i. Treat Yourself Pack Packs
 - ii. Black History Month Spin the Wheel
- b. Coffee Crawl Budget Amendment
- c. Keeping the Wolf Pack Warm Budget Amendment
- d. Spring Break Week Dates

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 , Mehak Bal	Phone:	(702)-612-5905 , (775)-219-0586
Intern:	Breanna Rizo	Phone:	(702)-485-8641

EVENT INFORMATION

Event Name: Treat Yourself Pack Packs Event Date: Tuesday, February 16, 2021

Event Synopsis:.. an event as part of ASUN’s annual Mackey Week, students can pick up February's pack pack full of self love and self care essentials to treat themselves with kindness

Event Location: PSAC Hours of Event: **11:30 am - 2:30 pm**

Expected Attendance: 200 Target Audience: X Students Public Other

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

DESCRIPTION:	AMOUNT:	VENDOR:
1. Bags - White Kraft Gift Bags Bulk with Handles, 400 ct., \$84.99, 1 unit	\$ 90.00	Amazon
2. Mini Toiletries Kit - Hotel Amenities Bundle: 25 Bath Bars, 25 Shampoo, 25 Conditioner, 25 Lotion - Bulk Mini Travel Size Guest Supplies Set, 100 ct, \$39.99 each, 8 units	\$ 320.00	Amazon
3. Chapstick- ChapStick Skin Protectant Lip Balm, Original, 3 ct., \$2.94 each, 67 units	\$ 205.00	Walmart
4. Granola Bars- Quaker Chewy Granola Bars, 60 ct., \$8.48 each, 4 units	\$ 40.00	Sam’s Club
5. Bottled Tea- Arizona Green Tea with Ginseng and Honey, 16 oz, 24 ct., \$10.98 each, 9 units	\$ 100.00	Sam’s Club
6. Soup- Nissin Cup Noodles, Chicken Flavor, 30 ct., \$8.82 each, 7 units	\$ 65.00	Sam’s Club
7. Miscellaneous	\$ 80.00	
TOTAL EVENT BUDGET	\$ 900.00	
TOTAL ASUN REQUEST	\$ 900.00	

ASUN DEPARTMENT OF PROGRAMMING EVENT & BUDGET PROPOSAL FORM

CONTACT INFORMATION

Programmer:	Heaven Ayele Jada Maglinao	Phone:	7029274488 7143133044
Intern:	Hannah Alquiza	Phone:	7758309748

EVENT INFORMATION

Event Name: Black History Month Spin the Wheel Event Date: Thursday February 25, 2021

Event Synopsis: Students that pass by can stop for a quick game of Black history questions. They spin the wheel and if they can answer correctly they can get a donut. People can get multiple tries or get a donut for participation.

Event Location: In front of Ansari Hours of Event: **10:00-1:00 pm**

Expected Attendance: **200** Target Audience: Students X Public Other

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

DESCRIPTION:	AMOUNT:	VENDOR:
1. 17 boxes, 200 donuts	\$238	Dunkin Donuts
2. Tabletop Spinning Prize Wheel/ Dry Erase	\$54.90	Amazon
3. Misleaneous	\$50	TBD
4.		
5.		
6.		
7.		
TOTAL EVENT BUDGET	\$342.9	
TOTAL ASUN REQUEST	\$342.9	