

Department of Event Programming

Executive Board of the Associated Students 89th Session

Agenda for Monday, September 13, 2021 at 11:00 a.m.

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

1. CALL MEETING TO ORDER

Call Meeting to Order must be listed by Secretaries

2. ROLL CALL (INFORMATION ONLY)

Roll Call must be listed by Secretaries

3. PUBLIC COMMENT (INFORMATION ONLY)

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 department will consider the approval of the minutes from March 5, 2021. Upon conclusion of the discussion the department may choose to approve the minutes.
- b. The department will consider the approval of the minutes from March 12, 2021. Upon conclusion of the discussion the department may choose to approve the minutes.
- c. The department will consider the approval of the minutes from August 30, 2021.



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 directorofprogramming@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 directorofprogramming@asun.unr.edu

5. **OLD BUSINESS**

6. **REPORTS (INFORMATION ONLY)**

- a. Sedrick Abrams, Event Programmer
- b. Hannah Alquiza, Event Programmer
- c. Jada Maglinao, Event Programmer
- d. Olivia Rice, Event Programmer
- e. Myah Shaikh, Event Programmer
- f. Jonel Stevenson, Event Programmer
- g. Michelle Yang, Event Programmer
- h. Maria Zamudio, Event Programmer
- i. Mehak Bal, Assistant Director
- j. Corey Huber, Assistant Director
- k. Tara Okui, Director

7. **NEW BUSINESS (FOR POSSIBLE ACTION)**

- a. The department will review, discuss, and debate the following event and budget proposals. Actions may be taken to approve favorable proposals.
 - a. Movie Night
 - b. Spin the Wheel Homecoming Tabling
- b. The department will review, discuss, and debate possible amendments to the Quarter Zip budget proposal.

8. **PUBLIC COMMENT (INFORMATION ONLY)**

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**

Items on the agenda may be taken out of order. The Department of Event Programming may combine two or more agenda items for consideration. The Department of Event Programming may remove an item from the agenda or delay discussion relating to an item on the agenda at any time. Please email the Director of Event Programming at directorofprogramming@asun.unr.edu as soon as possible to arrange for appropriate accommodation, should you need any.

ASUN DEPARTMENT OF PROGRAMMING

EVENT & BUDGET PROPOSAL FORM

CONTACT INFORMATION

Organizers: E-mail: Hannahalquiza@asun.unr.edu Myahshaikh@asun.unr.edu

EVENT INFORMATION

Event Name: Movie Night		Event Date:	tbd
Event Location: Gateway plaza		Hours of Event:	9-11
Expected Attendance: 500-700			

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

DESCRIPTION:	AMOUNT:	VENDOR:
1.Popcorn Kernels (amish kernels 25lb) (\$46.99x3)	\$140.97	amazon
2. Popcorn seasoning (20 bottles x \$1.98)	\$39.60	walmart
3.Chocolate bars (1 box=30pcs) (10 boxes x \$19.98)	\$199.8	Sams club
4. Drinks (an assortment)	\$100	Sams club
4. Joe projector?(tbd)	\$50	The JOE
5.Misc.	\$53.04	tbd
6.		
7.		
8.		

9.		
TOTAL EVENT BUDGET	\$583.41	
TOTAL ASUN REQUEST	\$583.41	

ASUN DEPARTMENT OF PROGRAMMING

EVENT & BUDGET PROPOSAL FORM

CONTACT INFORMATION

Organizers:

E-mail:

Jonel Stevenson
Jada Maglinao

jonelstevenson@asun.unr.edu
jadamaglinao@asun.unr.edu

EVENT INFORMATION

<u>Event Name:</u> Homecoming: Spin The Wheel		<u>Event Date:</u>	October 6, 2021
<u>Event Location:</u> Between the Joe and KC		<u>Hours of Event:</u>	11 am to 1 pm
<u>Expected Attendance:</u> 300			

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

DESCRIPTION:	AMOUNT:	VENDOR:
1. Handmade Nevada Wolf cookies (200 cookies; \$45 a dozen; 17 dozen needed) & Security Deposit (\$20)	\$730 + \$20= \$750	Cookie Me (Paypal)
2. Tabletop Spinning Prize Wheel	\$56.90	Amazon
3. Brach's Kiddie Mix Halloween Variety Candy	\$16.98	Sam's Club
4. Misc. (10%)	\$82.39	TBD
5.		

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10.		
TOTAL EVENT BUDGET	\$906.27	
TOTAL ASUN REQUEST	\$906.27	