

Department of Event Programming

Executive Board of the Associated Students 90th Session

Minutes for month, day (number), 2022 at

Room, 3rd Floor of the Joe Crowley Student Union & Zoom Meeting

Email Director at directorofprogramming@asun.unr.edu for more information

1. **CALL MEETING TO ORDER**

Director Zamudio called the Department of Event Programming meeting to order on Thursday November 17th, 2022, at 6:00pm via Room, 3rd Floor at the Joe Crowley Student Union.

Presiding Secretary, Chavez

2. **ROLL CALL**

Present: Event Programmer Guillen, Event Programmer Le, Event Programmer Murphy, Event Programmer Shaikh, Event Programmer Stevenson, Assistant Director Alquiza, Assistant Director Rice, Director Zamudio

Absent Excused: Event Programmer De Freitas and Event Programmer Floratos

A quorum was present.

3. **PUBLIC COMMENT**

There was no public comment at the time.

4. **MINUTES**

There were no minutes approved at the time

5. **OLD BUSINESS**

No old business at this time.

6. **REPORTS**

a. Event Programmer De Freitas

- Andre read Event Programmer De Freitas report, the report stated worked on family weekend, decided they would have an event at the renaissance fair. They had been in contact with them, getting deals on food, tickets, and bar.

b. Event Programmer Floratos

- Kendall Wood read Event Programmer Floratos report, the report stated Event Programmer Guillen would send the Student Event Advisory Board form for Soup for Success. He would be going to the meeting. They had compiled resources they would want at Soup for Success which they would contact after the event is approved. For friends and family weekend they have called in for Coconut Bowl for a quote.
 - Director Zamudio stated to reach out to the resources before going to Student Event Advisory Board, so they have all the information.

c. Event Programmer Guillen

- Event Programmer Guillen stated for Soup for Success she would be sending the Student Event Advisory Board form for approval. She would also contact everyone they want for the event tonight. For Family weekend she is getting she had worked on the Saturday event, which will be in the Joe Crowley Union.

d. Event Programmer Le



Posted online at
www.nevadaasun.com.

If you would like a copy of any of the agenda items listed, please contact
Director Maria Zamudio at directorofprogramming@asun.unr.edu

- Event Programmer Le stated for Pack Exchange he contacted bulk sellers, for Drag Show they assigned their tasked.
- e. Event Programmer Murphy
 - Event Programmer Murphy stated worked on Roller Rave, Roller Kingdom is confirmed for Friday at 4-6. The Drag Show is in the working process.
- f. Event Programmer Shaikh
 - Event Programmer Shaikh stated Pack Exchange got approved by the Student Event Advisory Board. She also mentioned the work on the Drag Show event, including the draft for the event proposal. She had her partner meeting. Her and Event Programmer Le will met to find time for them to go shopping for Pack Exchange. She will be contacting Student Professional Closet for the event.
- g. Event Programmer Stevenson
 - Event Programmer Stevenson stated for coffee crawl Student Event Advisory Board approved it and got the invoice for Buzzed coffee. For Family Week they have worked on worked on marketing, to make it more inclusive. Event Programmer Stevenson asked if it would be okay for Buzzed Coffee to have someone at the event.
 - Director Zamudio replied yes, it would be fine.
- h. Assistant Director Alquiza
 - Assistant Director Alquiza stated they met with their partners, gave them their passion programs and Mackey week. She told the programmers to help them with anything they might need. They will be presenting their passion projects on December 4th and 4pm. She met with Executives, went to meetings with Director Zamudio to figure out the Biggest Little Festival. She will also be meeting with Kasey from Inkblot for the marketing of Welcome Back Week.
- i. Assistant Director Rice
 - Assistant Director Rice stated went to the usual meetings and athletics meetings. She also reminded the programmers to send her the receipts for events.
- j. Director Zamudio
 - Director Zamudio stated Biggest Little Festival committee had their first meeting, met for discussion of expectation and more. She sent the programmer the artist list and estimated budget. She and Assistant Director Alquiza discussed the venue for the event. She met with Athletic, they discussed events they want to collaborate on. For spring events they are happy that executives are in the meeting, and they will help as much as they can. She reminded the programmers to be mindful of the deadlines. They can schedule one on one with her for to check on their experience as programmers.

7. **NEW BUSINESS**

No new business at this time.

8. **PUBLIC COMMENT**

There was no public comment at the time.

9. **ADJOURNMENT**

Director Zamudio adjourned the meeting at 6:12pm via Presidents Conference Room, 3rd Floor at the Joe Crowley Student Union.