

**Department of Event Programming**  
**Executive Board of the Associated Students 90th Session**  
**Agenda for Friday, March 31<sup>st</sup>, 2023 at 3:00 PM**  
**In-Person: Joe Crowley Student Union-Room 324**

**1. CALL MEETING TO ORDER**

**2. ROLL CALL (INFORMATION ONLY)**

**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 (FOR POSSIBLE ACTION)**

- a. The committee will consider the approval of the minutes for Marc 10, 2023. Upon conclusion of the discussion, the committee may choose to approve the minutes.

**5. OLD BUSINESS (FOR POSSIBLE ACTION)**

No Old Business at this time.

**6. REPORTS (INFORMATION ONLY)**

- a. Simon De Freitas, Event Programmer
- b. Dominick Floratos, Event Programmer
- c. Elizabeth Guillen, Event Programmer
- d. Brandon Le, Event Programmer
- e. Libby Murphy, Event Programmer
- f. Myah Shaikh, Event Programmer
- g. Jonel Stevenson, Event Programmer
- h. Hannah Alquiza, Assistant Director
- i. Olivia Rice, Assistant Director
- j. Maria Zamudio, Director

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

1. The department will review, discuss, and debate the following event and budget proposals. Actions may be taken to approve favorable proposals.

- a. The Center/API Night Market

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

Items heard under public comment may be in regard to items either on or off the agenda. Action may not be taken on items raised under public comment. The Director may elect to take public comment on action items on this agenda. The Director may impose reasonable limits on the length members of the public may speak.

**9. ADJOURNMENT**

*Note: 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(s) from the agenda or delay discussion relating to an item on the agenda at any time.*

## ASUN DEPARTMENT OF PROGRAMMING

# EVENT & BUDGET PROPOSAL FORM

### **CONTACT INFORMATION**

**Organizers/ Interns:** Maria Zamudio and Hannah Alquiza

**E-mail:** [directorofprogramming@asun.unr.edu](mailto:directorofprogramming@asun.unr.edu), [admakreting@asun.unr.edu](mailto:admakreting@asun.unr.edu)

**Learning Outcomes:** We will be catering from a variety of Asian local businesses so students will learn more about the Reno Community. Students will be able to network with each other at this event and with community partners. Students will be able to learn more about API month

### **EVENT INFORMATION:**

<b>Event Name:</b>	<b>The Center: API Night Market</b>	<b>Date:</b>	<b>April 21st, 2023</b>
<b>Event Location:</b>	<b>JCSU</b>	<b>Time:</b>	<b>5 PM to 8 PM</b>
<b>Expected Attendance:</b>	<b>400</b>	<b>Cost Per Student:</b>	

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

<b>DESCRIPTION:</b>	<b>AMOUNT:</b>	<b>VENDOR:</b>
1. Peach Fresh Fruit Boba (124 x \$3.59) Peach Fresh Fruit with no boba (122 x \$2.69) Matcha Green Tea Milk Boba (124 x \$4.49) Matcha Green Tea Milk No Boba(124 X 3.54)	\$1769.06	Num Num Boba
2. Hawaiian Fried Rice (5 Trays x \$ 110) Steam Fried Rice (5 Trays x \$110) Each Tray feeds 40-45 people	\$840.00	Lili's

3. Garlic Chicken Tray (6 trays x \$140) Mac salad Tray (4 trays x \$80)  Chicken Katsu Tray (6 trays x \$140) Each Tray feeds 20-30 people	\$2000.00	Loco Ono
4. Plates, Napkins, Utensils	\$100	Walmart
5. Egg Tart/Bun (33 orders of egg tarts, 8 egg tarts in 1 order, x \$12.00 each order)	\$396.00	Honey Bakery
6. Misc	\$510.51	TBD
7.		
8.		

9.		
10.		
<b>TOTAL EVENT BUDGET:</b>	<b>\$5,615.57</b>	
<b>TOTAL ASUN BUDGET:</b>	<b>\$6500.00</b>	