

# Department of Event Programming

Department of Event Programming of the Associated Students 93<sup>rd</sup> Session

Agenda for Friday, June 27, 2025 at 4:30 pm

In Person- JCSU Room 317 - 3<sup>rd</sup> Floor of the Joe Crowley Student Union

Virtual- [Teams Link](#) and Teams Meeting Code: 255 528 482 686 3 Passcode: GV7xQ9yo

## 1. **CALL MEETING TO ORDER**

Director Krentz called meeting to order at 4:35 PM.

## 2. **LAND ACKNOWLEDGEMENT**

We acknowledge that the University of Nevada, Reno is situated on the traditional homelands of the Numu (Northern Paiute), Wašiw (Washoe), Newe (Western Shoshone), Nuwu (Southern Paiute) peoples. These lands continue to be a gathering place for Indigenous Peoples and we recognize their deep connections to these places. We extend our appreciation for the opportunity to live and learn on their territory.

## 3. **ROLL CALL**

Roll Call must be listed by Secretaries.

- a. Event Programmer, Selena Albarran
  - i. **Present**
- b. Event Programmer, Troy Barrera
  - i. **Absence Excused**
- c. Event Programmer, Mason DaForno
  - i. **Present**
- d. Event Programmer, Jennifer Gamez
  - i. **Present over Teams**
- e. Event Programmer, Mitch Karadanis
  - i. **Present over Teams**
- f. Event Programmer, Liberty Lockwood
  - i. **Present over Teams**

## **NOTES**

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- g. Event Programmer, Zion Price
  - i. **Absence Excused**
- h. Assistant Director, Greydon Geil
  - i. **Present**
- i. Assistant Director, Chelsea Patel
  - i. **Absence Excused**
- j. Director, Railyn Krentz
  - i. **Present**

**A quorum was present.**

#### **4. 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.

**There was no public comment.**

#### **5. ADOPTION OF MINUTES (FOR POSSIBLE ACTION)**

The following minutes have been submitted to approve:

**There are no minutes to be approved at this time.**

#### **6. REPORTS (INFORMATION ONLY)**

Officers of the Department of Event Programming may give a report if they have pertinent information. The Chair may also ask an Officer to give a report. If an Officer has no pertinent updates, they may indicate by saying “No Report.”

##### **k. Event Programmer, Selena Albarran**

- i. Over the past couple of weeks have been working with AD Geil on Taste of Reno Event. They are working on the foundation, making sure everything is booked and compliant with University Policies, and are currently getting quotes from different vendors for Taste of Reno. Will also be contacting different campus resources within the following week

##### **l. Event Programmer, Troy Barrera**

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- i. No Report.
- m. Event Programmer, Mason DaForno**
  - i. Has been reaching out to vendors for the GlowPack Festival Event. It will be held on the Joe and the KC Lawn; Fun Events and other vendors will be helping out with the event. He has been doing a lot of communication with them and working out logistics.
- n. Event Programmer, Jennifer Gamez**
  - i. Paint the N planning has been going well with AD Patel. They have booked the rotunda for check-in the morning of the event, park rangers have been contacted for opening the gate on the West Side of the Sports Complex. The only contact they are working on getting is the gate opening off Leadership Parkway. They will also be ordering Little Caesar's Pizza for the event with a variety of snacks and drinks.
- o. Event Programmer, Mitch Karadanis**
  - i. Working with Programmer Price on working out logistics with security and REMSA to keep students safe. They have been reaching out for marketing for the event and have been in contact with Big Brothers Big Sisters Charity. Has figured out a warm-up for students to do before the run so they do not hurt themselves.
- p. Event Programmer, Liberty Lockwood**
  - i. Working with Programmer Barrera on submitting a lot of different forms for Wolf It Down. Has been in contact with athletics to coordinate with Cheer, Band, and the Mascots, as well as a DJ to perform. Has contacted Quick Space Rentals for port-a-potty use. Has been reviewing the budget and exploring different options for pricing.
- q. Event Programmer, Zion Price**
  - i. Read by Director Krentz: Is working with Programmer Karadanis to submit several forms for Undie Run, including the SEAB Form. Has reached out to the cheer team with help from Vice Presidents McNamara. Plans to follow up later this week as they have not gotten a response. Mock marketing materials have been submitted to AD Patel.
- r. Assistant Director, Greydon Geil**
  - i. Has been working with Programmer Albarran on the Taste of Reno event. Has been reaching out to different vendors and slowly getting quotes from each one; has been editing the budget as they receive quotes. Has been checking everyone's budgets that have been submitted to ensure that the

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math is correct, and they look good. Will be meeting with Programmer Albarran to solidify details.

**s. Assistant Director, Chelsea Patel**

- i. No Report.

**t. Director, Railyn Krentz**

- i. Apologized for late responses, Microsoft account had gotten hacked. Has been helping Programmers out wherever possible. Has also been helping out Programmer DaForno figure out his plan for GlowPack Festival. We are trying to get as much of the logistics planned out as we can. Personally ordered wrist bands for the event to test them out before the event.

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

There is no old business to be discussed at this time.

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

The body will discuss the following events and budgets:

**A. Paint the N**

a. 3 questions:

- i. Director Krentz: Where are you going to be sending up all of the food for people when they arrive at the event?
  - 1. The plan is to set them up at the park at the entrance of the gate.
- ii. AD Geil: REMSA costs \$219 for three hours, is that for three officers like it was last year?
  - 1. Will contact AD Patel about it as she was in contact with them (Programmer Gamez was unsure).
- iii. Programmer Lockwood: On the budget there is only one veggie pizza listed, is there a reason for this?
  - 1. Not many people would choose the veggie pizza.

b. Director Krentz made a motion to pass the budget through unanimous consent.

c. Moved by AD Geil.

d. Second by Programmer Albarran.

**e. Motion passed, budget approved.**

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## **B. Taste of Reno**

- a. 3 questions:
  - i. Director Krentz: How many food vendors are being contacted about the TBD area?
    - 1. Currently looking at 2, hoping to expand it to 4.
  - ii. Director Rodriguez: Are these vendors all in the NSHE Supplier System?
    - 1. Yes.
  - iii. Director Krentz: Is the food décor listed meant for the photo booth area?
    - 1. Yes.
- b. Director Krentz made a motion to pass the budget through unanimous consent.
- c. Moved by Programmer Gamez.
- d. Second by Programmer Karadanis.
- e. **Motion passed, budget approved.**

## **C. Undie Run**

- a. 3 questions:
  - i. Programmer Gamez: Is there a reason first aid kits are being purchased instead of being rented from the Club Resources Closet?
    - 1. If not needed they can take them out of the budget.
      - a. Director Krentz stated that the First Aid Kits in Club Resources are often expired.
  - ii. AD Geil: Who was in contact with REMSA?
    - 1. Programmer Price.
  - iii. Programmer Albarran: Are the extra-large boxes for the clothes you guys are collecting to donate?
    - 1. There will be boxes from the charity, and the other ones will be used as overflow boxes.
- b. Director Krentz made a motion to pass the budget through unanimous consent.
- c. Moved by Programmer Lockwood.
- d. Second by AD Geil.
- e. **Motion passed, budget approved.**

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#### **D. Wolf It Down**

- a. 3 questions:
  - i. Programmer Karadanis: Is 3 cans of Pam going to be enough?
    - 1. Each pack is a 2 pack, so we will have 6 in total. They are also the larger cans.
  - ii. AD Geil: Is there a reason we aren't getting all of the griddles from Celebrations! Party Rentals?
    - 1. They only have 3 in total.
  - iii. AD Geil: Do you know if United Rentals is approved through the NSHE System?
    - 1. Yes.
- b. Conversation persists about potentially catering pancakes in future years.
- c. Director Krentz made a motion to pass the budget through unanimous consent.
- d. Moved by Programmer Albarran.
- e. Second by Programmer Gamez.
- f. **Motion passed, budget approved.**

#### **E. GlowPack Festival**

- a. 3 questions:
  - i. Programmer Lockwood: Before students ride the mechanical bull will they have to sign a waiver?
    - 1. Yes.
  - ii. Programmer Lockwood: Will there be more food options than just Canes?
    - 1. Yes, there are 6 other food options for the event.
  - iii. Programmer Albarran: Will you be sticking to the \$3,000 allocated in the budget for vendors or will you be taking money from other places?
    - 1. Yes, each vendor will be getting the same amount up front and once that portion is gone students will pay for the food.
- b. Director Krentz made a motion to pass the budget through unanimous consent.
- c. Moved by Programmer Lockwood.
- d. Second by AD Geil.
- e. **Motion passed, budget approved.**

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**There was no public comment.**

10. **ADJOURNMENT**

Meeting adjourned at 5:25 PM in the JCSU Room 317.

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