

Department of Event Programming

Department of Event Programming of the Associated Students 93rd Session

Agenda for Friday, August 1st, 2025 at 5 pm

In Person- JCSU Room 317 - 3rd 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

Call Meeting to Order must be listed by Secretaries.

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
- b. Event Programmer, Troy Barrera
- c. Event Programmer, Mason DaForno
- d. Event Programmer, Jennifer Gamez
- e. Event Programmer, Mitch Karadanis
- f. Event Programmer, Liberty Lockwood
- g. Event Programmer, Zion Price
- h. Assistant Director, Greydon Geil
- i. Assistant Director, Chelsea Patel
- j. Director, Rilyn Krentz

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

NOTES

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items on this agenda. The Chair may impose reasonable limits on the length members of the public may speak.

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
- l. Event Programmer, Troy Barrera
- m. Event Programmer, Mason DaForno
- n. Event Programmer, Jennifer Gamez
- o. Event Programmer, Mitch Karadanis
- p. Event Programmer, Liberty Lockwood
- q. Event Programmer, Zion Price
- r. Assistant Director, Greydon Geil
- s. Assistant Director, Chelsea Patel
- t. Director, Rilyn Krentz

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

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

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

A. Homecoming Week Assignments

The Body will discuss events Officers are assigned to for Homecoming Week and deadlines for tasks regarding their events.

B. The Body shall discuss the following budgets:

- a. Paint the N
- b. Taste of Reno
- c. Undie Run

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d. Wolf it Down

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

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10. **ADJOURNMENT**

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ASUN DEPARTMENT OF PROGRAMMING EVENT & BUDGET PROPOSAL FORM

CONTACT INFORMATION:

Organizer(s)/Intern(s): Chelsea Patel and Jenny Gamez

E-mail(s): admarketing@asun.unr.edu, programmergez@asun.unr.edu

Learning Outcomes:

1. Students will be able to kickstart the year by experiencing University traditions.
2. Students will form connections with each other and be able to socialize.
3. Students will be able to connect with the Reno community by hiking up to and painting the N.

EVENT INFORMATION:

Event Name:	Paint the N	Date:	8/24/25
Event Location:	Front of Lawlor, San Rafael Regional Park	Time:	10am – 1pm
Expected Attendance:	200	Cost Per Student:	\$7.54

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

DESCRIPTION:	AMOUNT:	VENDOR:
1. REMSA (3 hrs)	\$219	REMSA
2. School Buses x2	\$500	Washoe County School District
3. UNR PD (1 officer)	\$270	UNR PD
4. Pizza a. Cheese Pizza (\$6.99 x 8 boxes) b. Pepperoni (\$6.99 x 8 boxes) c. Veggie Pizza (\$12.25 x 1 box) d. Gluten Free (\$8.99 x 6 boxes) e. Italian Cheese Bread (\$6.39 x 10 boxes) f. 10% Tip = \$31.80	\$266.12	Little Caesar's
5. <u>40 pk Water</u> (\$3.98 x5)	19.90	Sam's Club
6. <u>Granola Bars</u> 60 pack (\$10.48 x4)	\$41.92	Sam's Club
7. <u>Gatorade 28 pk</u> (12 fl. oz.) (\$16.28 x4)	\$65.12	Sam's Club
8. Ice Bags (\$2.86 x2)	\$5.72	Sam's Club

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9. Drawstring bags 100 pack (\$50.39 x2)	\$119.98	Amazon
10. Misc (10%)	\$150.77	

TOTAL EVENT BUDGET:	\$1,488.56	
TOTAL ASUN BUDGET:	\$1,637.42	

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ASUN DEPARTMENT OF PROGRAMMING EVENT & BUDGET PROPOSAL FORM

CONTACT INFORMATION:

Organizer(s)/Intern(s): Greydon Geil and Selena Albarran

E-mail(s): adbudget@asun.unr.edu & programmeralbarran@asun.unr.edu

Learning Outcomes:

1. Students will be able to learn about the food options and pack friendly businesses in Reno.
2. Students will get to bond and enjoy local live DJing.
3. Students will be able to learn about the resources offered on campus.

EVENT INFORMATION:

Event Name:	Taste of Reno	Date:	8/25/25
Event Location:	KC Lawn and Gateway Plaza	Time:	5-8PM
Expected Attendance:	500	Cost Per Student:	\$12.33

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

DESCRIPTION:	AMOUNT:	VENDOR:
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1.Food Trucks and Catering a. Superswirl b. Antonios grill c. Eclipse Pizza d. Daddys Tacos e. Famous Daves f. French Fries	a. \$1200 b. \$225 c. \$300 d. \$2706.63 e. \$284 f. \$300	a. Superswirl ice cream truck b. Antonios Grill Catering c. Eclipse Pizza d. Daddys Tacos Food Truck e. Famous Daves BBQ f. Noble Pie
2.DJ's	\$250	Local DJ
3.360 Photobooth	\$250	Pop Up Parties
4.Food Decor- https://www.amazon.com/Birthday-Supplies-Glasses-Decorations-Classroom/dp/B0CHNSCH68/ref=sr_1_3?crid=K8PSB5LOJZF&dib=eyJ2IjoiMSJ9.3S5pmH3QqymG4ADcdW6BRfScqGjAUv5NJnbQDNMmAlroTXCaKDPOd8eco3Ku_f4XAQWG_qyRajvG2aEu6rlIiKeuaQZEGygS-oAcMXk6_WTjy2lApKgR\$xmUyrInZEIYW9vqr1rOyL03oKw3uAsLD2NczconW_-lnd8BgITGjSky1wMP8iUP5GK8TdvdE_AagitLWP4cXfXHvvdKQmDRMBE4LPxMIYYxph7dVqtWQOMPb05x-a-EMuB4-NXjO4MJ2xWtBK6bOBoRwZrYekmh_SnhRQVs0SLDLOeibTBv0RE.XqZ_LGVHdYOd4JMqASKwKebum0dNI9YyvrQTznlj9-8&dib_tag=se&keywords=food+party+props&qid=1749509601&srefix=food+party+props%2Caps%2C157&sr=8-3	\$13.98	Amazon
5.Drinks a. Water b. Soda Variety	a. 9 x \$3.98= \$35.82 b. \$40	a. Sam's Club b. Sam's Club
6.Misc 10%	\$560.54	

TOTAL EVENT BUDGET:	\$5,605.43	
TOTAL ASUN BUDGET:	\$6,165.97	

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ASUN DEPARTMENT OF PROGRAMMING

EVENT & BUDGET PROPOSAL FORM

CONTACT INFORMATION:

Organizer(s)/E-mail(s):

Zion Price: (702) 721-2860 programmerprice@asun.unr.edu

Mitch Karadanis: (775) 409-5847 programmerKaradanis@asun.unr.edu

Learning Outcomes:

1. Students will learn about environmental awareness and the importance of recycling clothes.
2. Students will learn about the importance of donating clothes and supporting their community.
3. Students will learn about civic responsibility and contributing to society's overall well-being.

1.

EVENT INFORMATION:

Event Name:	Undie Run	Date:	August 26, 2025
Event Location:	MIKC Lawn	Hours of Event:	7:00 pm-9:00 pm
Expected Attendance:	350	Cost Per Student:	\$6.86

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

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DESCRIPTION:	AMOUNT:	VENDOR:
1. REMSA (3 hours)	\$219	REMSA
2. ESI Security	\$1087.32	ESI
3. University Police (2 Officers x 2 hours)	\$540	UNR PD
4. XL Boxes	\$50	
5. Posters	\$23.17	Amazon
6. Brushes for body paint (48 Pcs Foam Brushes)	\$14.99	Amazon
7. <u>First Aid Kits</u>	(\$8.99 x 2) \$17.98	Amazon
8. <u>Wristbands 500 ct</u>	(\$7.99)	Amazon
9. <u>Pom poms 100ct</u>	\$37.99	Amazon
10. <u>Snacks</u> <u>a. Otter pops (\$9.98 x3)</u> <u>b. Smoothies 12pk (\$13.97 x 5)</u> <u>c. Water 80pk (\$8.98 x 4)</u> <u>d. Chips 50 pk (\$18.48 x 2)</u>	\$172.67	Sam's Club

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<i>11. Ice 10lbs (\$2.33 x 5)</i>	<i>\$11.65</i>	<i>Walmart</i>
<i>12. MISC 10%</i>	<i>\$220.75</i>	

TOTAL EVENT BUDGET:	\$2183.76	
TOTAL ASUN BUDGET:	\$2402.14	

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ASUN DEPARTMENT OF PROGRAMMING EVENT & BUDGET PROPOSAL FORM

CONTACT INFORMATION:

Organizer(s)/Intern(s): Troy Barrera & Liberty Lockwood

E-mail(s): programmerbarrera@asun.unr.edu & programmerlockwood@asun.unr.edu

Learning Outcomes:

1. Introduce new students to traditions at the University of Nevada.
2. Foster a welcoming and inclusive space for all students to be able to connect with each other.
3. Learn about upcoming events, ASUN and Multicultural Greek Councils.

EVENT INFORMATION:

Event Name:	Wolf It Down	Date:	8/27/25
Event Location:	The Quad	Time:	10 pm – 1 am
Expected Attendance:	5000	Cost Per Student:	\$2.20

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

DESCRIPTION:	AMOUNT:	VENDOR:
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1. <u>Member's Mark Buttermilk Pancake Mix, 10 lbs.\</u> \$7.48x 25	\$187	Sams club
2. <u>Krusteaz Gluten Free Light & Fluffy Buttermilk Pancake Mix 16 oz. Box</u> \$5.23 x 8	\$41.84	Sams club
3. <u>Pearl Milling Company Original Syrup, 64 oz.</u> \$6.78x10	\$54.24	Sams club
4. <u>Apple & Eve 100% Juice Variety Pack, 6.75 fl. oz., 36 pk.</u> \$11.48x35	\$401.80	Sams club
5. <u>SunnyD Tangy Original Orange Flavored Citrus Punch, 6.75 fl. oz., 24 pk.</u> \$6.98x30	\$209.40	Sams club
6. <u>Celsius Sparkling Core Variety Pack, 12 fl. oz., 18 pk.</u> \$23.98 x 10	\$239.80	Sams club

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7. <u>Celsius Live Fit Sparkling Vibe Variety Pack 12 fl. oz., 18 pk.</u> \$23.98x10	\$239.80	Sams club
8. <u>PAM Original Cooking Spray, 12 oz., 2 pk.</u> \$7.48 x 3	\$22.44	Sams club
9. <u>Marathon Embossed 1-Ply White Beverage Napkins, 6 pk., 3000 ct.</u> \$17.54 x 2	\$37.08	Sams club
10. <u>Great Value Disposable Poly Food Gloves, 120-Count, Latex-Free, One Size Fits Most</u> \$1.48 x 5	\$7.40	Walmart
11. <u>Nestle Toll House Semi-Sweet Chocolate Chips, 72 oz.</u> \$13.98 x 6	\$83.88	Sams club
12. <u>Great Value Everyday Disposable Plastic Cups, Clear, 2 oz, 50 Count</u> \$3.87 x 10	\$38.70	Walmart

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13. <u>Member's Mark Ultra Lunch Paper Plates, 8.5", 300 ct.</u> \$20.98 x 14	\$293.72	Sams club
14. <u>Genuine Joe Medium Weight Plastic Fork, White, 1000 Count</u> \$12.24 x 3	\$36.72	Amazon
15. <u>Pancake Cupcake Batter Dispenser - Perfect Baking Tool for Cupcakes Waffles, Muffin Mix, Crepes, Cake or Any Baked Goods</u> \$9.89 x 6	\$59.34	Amazon
16. <u>14 Pack Black 54 x 108 in. Rectangle Disposable Plastic Tablecloths</u> \$18.99 x 1	\$18.99	Amazon
17. <u>Tropicana 100% Orange Juice, Single Serve, 10 Fl Oz Bottles (Pack of 24)</u> \$19.99 x 5	99.95	Amazon
18. Stage & 2 microphones/speakers	\$1,216	Fun Events
19. Gas Griddles	\$299.85	Celebration party rentals

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20. Griddles (three more)	\$500	TBD
21. Portable Restrooms (1 ADA Restroom, 1 Handwashing Station, 2 Standard Restrooms)	\$865	Quick space/united rentals
22. Light Towers (4 lights and freight work)	\$928.90	United rentals
23. Bacon	\$1,300	Silver and blue catering
24. Plastic Squeeze Bottles \$12.99 x 1	\$12.99	Amazon
25. Security (\$29.40/hr x 11) Supervisor (\$36.63/hr x 1)	\$1440.12	ESI Security
26. misc (10%)	\$863.50	

TOTAL EVENT BUDGET:	\$8,634.96	
TOTAL ASUN BUDGET:	\$9,498.46	

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