

Department of Event Programming

Department of Event Programming of the Associated Students 93rd Session

Agenda for Tuesday, August 19, 2025 at 4:00 PM

In Person- Frankie Sue Del Papa President's Conference Room - 3rd Floor of the Joe Crowley Student Union

Virtual- [Teams Link](#) and Teams Meeting Code: 224 492 008 887 3 Passcode: Bw9CS2En

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)**

The body will discuss the following budgets:

- a. Paint The N
- b. Taste of Reno
- c. Wolf It Down
- d. Club Fair
- e. Glow Pack Festival

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

A. Busing for Nugget x ASUN Collaboration

The Body will discuss the budget to provide busing to the Nugget from UNR for students to enjoy the Nelly Concert.

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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 |

NOTES

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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. 40 pk Water (\$3.98 x5) | \$19.90 | Sam's Club |
| 6. Granola Bars 60 pack (\$10.48 x4) | \$41.92 | Sam's Club |
| 7. Gatorade 28 pk (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: | \$1,507.76 | |
| TOTAL ASUN BUDGET: | \$1,658.53 | |

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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: | 2-6pm |
| Expected Attendance: | 500 | Cost Per Student: | \$10.77 |

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. Famous Daves d. French Fries and Pizza e. Numnum Boba f. Michaels Deli | a. \$1200 b. \$300 c. \$284 d. \$604.52 e. \$358.80 f. \$570 | a. Superswirl ice cream truck b. Antonios Grill Catering c. Famous Daves BBQ d. Nobel Pie e. Numnum Boba f. Michaels Deli |
| 2.DJ's | \$250 | Ethan Brunch |
| 3.360 Photobooth | \$250 | Bijou Photos |
| 4.Food Decor- https://www.amazon.com/Birthday-Supplies-Glasses-Decorations-Classroom/dp/B0CHNSCH68/ref=sr_1_3?crid=K8PSB5LOJZF&dib=eyJ2IjoiMSJ9.3S5pmH3QqymG4ADcdW6BRfScqGjAUv5NJnbQDNMmAlroTXCaKDPOd8eco3Ku_f4XAQWG_qyRajvG2aEu6r1liKeuaQZEGygS-oAcMXk6_WTjy21ApKgR\$xmUyrlnZEIYW9vqr1rOyL03oKw3uAsLD2NczconW_-lnd8BgITGjSky1wMP8iUP5GK8TdvDE_AagitLWP4cXfXHvvdKQmDRMBc4LPxMIYYxph7dVqtWQOMPb05x-a-EMuB4-NXjO4MJ2xWtBK6bOBoRwZrYekmh_SnhRQVsoSLDLOeibTBv0RE.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% | \$390.71 | |

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|----------------------------|-------------------|--|
| TOTAL EVENT BUDGET: | \$3,907.12 | |
| TOTAL ASUN BUDGET: | \$4,297.83 | |

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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: | \$2.03 |

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>Member's Mark Purified Water 16.9 fl. Oz., 40 pk.</u> \$3.98 x 6 | \$23.88 | Sams club |
| 9. <u>PAM Original Cooking Spray, 12 oz., 2 pk.</u> \$7.48 x 3 | \$22.44 | Sams club |
| 10. <u>Marathon Embossed 1-Ply White Beverage Napkins, 6 pk., 3000 ct.</u> \$17.54 x 2 | \$37.08 | Sams club |
| 11. <u>Great Value Disposable Poly Food Gloves, 120-Count, Latex-Free, One Size Fits Most</u> \$1.48 x 5 | \$7.40 | Walmart |
| 12. <u>Nestle Toll House Semi-Sweet Chocolate Chips, 72 oz.</u> | \$83.88 | Sams club |

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| \$13.98 x 6 | | |
| 13. <u>Great Value Everyday Disposable Plastic Cups, Clear, 2 oz, 50 Count</u> \$3.87 x 10 | \$38.70 | Walmart |
| 14. <u>Member's Mark Ultra Lunch Paper Plates, 8.5", 300 ct.</u> \$20.98 x 14 | \$293.72 | Sams club |
| 15. <u>Genuine Joe Medium Weight Plastic Fork, White, 1000 Count</u> \$12.24 x 3 | \$36.72 | Amazon |
| 16. <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 |
| 17. <u>14 Pack Black 54 x 108 in. Rectangle Disposable Plastic Tablecloths</u> \$18.99 x 1 | \$18.99 | Amazon |

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| 18. <u>Tropicana 100% Orange Juice, Single Serve, 10 Fl Oz Bottles (Pack of 24)</u> \$19.99 x 5 | 99.95 | Amazon |
| 19. Stage | \$1,216.00 | Fun events |
| 20. 2 Gas Griddles | \$299.85 | Celebration party rentals |
| 21. <u>Mainstays 20" Electric Griddle</u> \$22.88 x 6 | \$137.28 | Walmart |
| 22. Portable Restrooms (2 ADA Restroom, 1 Handwashing Station, 2 Standard Restrooms) | \$865.00 | Quick space/united rentals |
| 23. Light Towers (4 lights and freight work) | \$928.90 | United rentals |
| 24. Batter Mixture & Bacon | \$1,893.04 | Silver and Blue catering |
| 25. <u>Great Value Whipped Cream, 13 oz</u> \$3.48 x 30 | \$104.40 | Walmart |
| 26. <u>Plastic Squeeze Bottles</u> \$12.99 x 1 | \$12.99 | Amazon |
| 27. <u>4 Pack 18QT Containers</u> \$100.99 x 1 | \$100.99 | Amazon |
| 28. <u>Chafing Dish Buffet Set</u> \$38.99 x 3 | \$116.97 | Amazon |
| 29. Security (\$29.40/hr x 11) | \$1440.12 | ESI Security |

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| Supervisor (\$36.63/hr x 1) | | |
| 30. misc (10%) | \$921.15 | |

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|----------------------------|--------------------|--|
| TOTAL EVENT BUDGET: | \$9,211.52 | |
| TOTAL ASUN BUDGET: | \$10,132.67 | |

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ASUN DEPARTMENT OF PROGRAMMING EVENT & BUDGET PROPOSAL FORM

CONTACT INFORMATION:

Organizer(s)/Intern(s): Madison Hess & Rilyn Krentz

E-mail(s): directorofprogramming@asun.unr.edu & directorofco@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, as well as the variety of clubs we have on campus.

EVENT INFORMATION:

| | | | |
|-----------------------------|-----------|--------------------------|-------------|
| Event Name: | Club Fair | Date: | 8/28/25 |
| Event Location: | The Quad | Time: | 4 pm – 7 pm |
| Expected Attendance: | 6,000 | Cost Per Student: | \$0.26 |

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

| DESCRIPTION: | AMOUNT: | VENDOR: |
|--------------|---------|---------|
|--------------|---------|---------|

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|---|---------------------------------|-----------------------|
| 1. Little Ceasar's Pizza a. 100 Cheese Pizza (\$6.99 x 100) b. 100 Pepperoni Pizza (\$6.99 x 100) | \$1,398 a. \$699 b. \$699 | Little Ceasar's Pizza |
| 2. Misc (10%) | \$139.80 | |
| TOTAL EVENT BUDGET: | \$1,398 | |
| TOTAL ASUN BUDGET: | \$1,537.80 | |

NOTES

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ASUN DEPARTMENT OF PROGRAMMING EVENT & BUDGET PROPOSAL FORM

CONTACT INFORMATION:

Organizer(s)/Intern(s): Mason DaForno & Railyn Krentz

E-mail(s): programmerdaforno@asun.unr.edu, directorofprogramming@asun.unr.edu

Learning Outcomes:

1. Students will develop a stronger sense of belonging and connection the campus community.
2. Students will gain awareness of opportunities to get involved in campus life.
3. Students will learn how to participate in large-scale social events responsibly and safely.

EVENT INFORMATION:

| | | | |
|-----------------------------|-------------------|--------------------------|--------------------------------|
| Event Name: | GlowPack Festival | Date: | August 29 th , 2025 |
| Event Location: | KC Lawn | Time: | 5pm - 10pm |
| Expected Attendance: | 1,000 | Cost Per Student: | \$15.97 |

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

| DESCRIPTION: | AMOUNT: | VENDOR: |
|--------------|---------|---------|
|--------------|---------|---------|

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| | | |
|--|--|------------|
| 1. ESI Security | \$771.15 | ESI |
| 2. UNR PD | \$2,160 | UNR PD |
| 3. Food Vendors <ul style="list-style-type: none"> a. Raising Canes b. Kona Ice c. Buzzed Coffee d. Rick's Pizza e. Lety's Tacos f. Super Swirl | \$3,472.75 <ul style="list-style-type: none"> a. \$959 b. \$513.75 c. \$500 d. \$500 e. \$500 f. \$500 | Various |
| 4. Games and Blowups <ul style="list-style-type: none"> a. Mechanical Bull b. 20' x 30' Tent (\$540 x 2) c. Archery Target d. 62ft Bounce House e. Truss System f. Pickup/Delivery | \$4,615 <ul style="list-style-type: none"> a. \$800 b. \$1,080 c. \$475 d. \$600 e. \$1,500 f. \$160 | Fun Events |
| 5. Glow Wristbands | \$1,987.83 | Amazon |
| 6. REMSA | \$365 | REMSA |
| 7. JCSU Staging | \$1,152 | JCSU |
| 8. Misc (10%) | \$1,452.37 | |

| | | |
|----------------------------|--------------------|--|
| TOTAL EVENT BUDGET: | \$14,523.73 | |
| TOTAL ASUN BUDGET: | \$15,976.10 | |

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ASUN DEPARTMENT OF PROGRAMMING EVENT & BUDGET PROPOSAL FORM

CONTACT INFORMATION:

Organizer(s)/Intern(s): Railyn Krentz

E-mail(s): directorofprogramming@asun.unr.edu

Learning Outcomes:

1. Students will develop a stronger sense of belonging and connection the campus community.
2. Students will gain awareness of opportunities to get involved in campus life.
3. Students will learn how to participate in large-scale social events responsibly and safely.

EVENT INFORMATION:

| | | | |
|-----------------------------|-----------------------------|--------------------------|--------------------------------|
| Event Name: | Nugget x ASUN Nelly Concert | Date: | August 21 st , 2025 |
| Event Location: | The Nugget | Time: | 6:30 pm |
| Expected Attendance: | 600 | Cost Per Student: | \$15.97 |

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

| DESCRIPTION: | AMOUNT: | VENDOR: |
|--------------|---------|---------|
|--------------|---------|---------|

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| | | |
|----------------|---------|------|
| 1. WCSD Busing | \$5,000 | WCSD |
| 2. Misc (10%) | \$500 | |

| | | |
|----------------------------|----------------|--|
| TOTAL EVENT BUDGET: | \$5,000 | |
| TOTAL ASUN BUDGET: | \$5,500 | |

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