

Department of Event Programming

Department of Event Programming of the Associated Students 93rd Session

Agenda for Monday, November 17, 2025 at 8:30 am

In Person- Frankie Sue Del Papa President's Conference Room (JCSU Room 332) - 3rd Floor of the
Joe Crowley Student Union

Virtual- [Teams Link](#) and Teams Meeting ID: 289 703 078 510 8 Passcode: yo7oM9MT

1. **CALL MEETING TO ORDER**

Call Meeting to Order must be listed by Secretaries.

2. **COMPLIANCE WITH NEVADA OPEN MEETING LAW**

- a. Was the agenda posted three full working days by 9 am, not including the meeting date?
- b. Is the meeting taking place on the day of the week, month, day, year at the time and location listed on the agenda?
- c. Is the Zoom link working and available to the public?
- d. If the answer to any of these questions is no, this meeting must be ENDED IMMEDIATELY unless NOML covers a legitimate correction.

3. **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

4. **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

NOTES

Posted at the ASUN Offices in the Joe Crowley Student Union (JCSU), Frandsen Humanities Building, the Pennington Student Achievement Center (PSAC), the Mathewson IGT Knowledge Center (KC), and online at www.nevadaasun.com.

ASUN supports providing equal access to all programs for people with disabilities. Reasonable efforts will be made to assist and accommodate persons with physical disabilities who wish to attend the meeting.

Please call ASUN at (775) 784-6589 in advance so that arrangements can be made conveniently. If you would like a copy of any of the agenda items listed, please contact Director Krentz at directorofprogramming@asun.unr.edu

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- f. Event Programmer, Liberty Lockwood
- g. Event Programmer, Zion Price
- h. Event Programmer, **VACANT**
- i. Assistant Director, Greydon Geil
- j. Assistant Director, Chelsea Patel
- k. Director, Rilyn Krentz

5. **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.

6. **ADOPTION OF MINUTES (FOR POSSIBLE ACTION)**

There are no minutes to be approved at this time.

7. **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."

- l. Event Programmer, Selena Albarran
- m. Event Programmer, Troy Barrera
- n. Event Programmer, Mason DaForno
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- q. Event Programmer, Liberty Lockwood
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- s. Assistant Director, Greydon Geil
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- u. Director, Rilyn Krentz

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

The body will discuss the amended budgets:

- a. Packsgiving
- b. PACK the KC

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

The body will discuss the following assignments:

A. Welcome Back Week Budgets

- a. Pack X-Change
- b. Spring Club Fair
- c. Coffee Crawl

The body will discuss the budgets above regarding Welcome Back Week Events.

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

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11. **ADJOURNMENT**

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ASUN DEPARTMENT OF PROGRAMMING EVENT & BUDGET PROPOSAL FORM

CONTACT INFORMATION:

Organizer(s)/Intern(s): Chelsea Patel, Aidan Espinoza, Elyse Andre, Kloe Sorge, Miles Lanuza, Vivianna Morias

E-mail(s):

Learning Outcomes:

1. Students will be able to come together and enjoy a thanksgiving-themed event.
2. Students will be able to take part in fun games and create friendships with fellow students.
3. Students will be able to feel a sense of belonging during the holiday season.

EVENT INFORMATION:

Event Name:	Packsgiving	Date:	11/19/2025
Event Location:	KC Breezeway	Time:	5pm-7pm
Expected Attendance:	150	Cost Per Student:	\$3.54

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

DESCRIPTION:	AMOUNT:	VENDOR:
1. Pumpkin Pie x15 (\$5.98)	\$89.70	Sam's Club

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2. Popcorn x15 (\$5.37)	\$80.55	Walmart
3. Bottled water x4 (\$8.98)	\$35.92	Sam's Club
5. Vanilla Syrup x2 (\$5.14)	\$10.28	Walmart
6. Salted Caramel Syrup x2 (\$5.14)	\$10.28	Walmart
7. French Vanilla Coffee Creamer (\$12.62)	\$12.62	Sam's Club
8. Pepsi x4 (\$17.98)	\$71.92	Sam's Club
9. 20 Pizzas 10 pepperonis 10 cheese	\$139.80	Little Caesar's
10. 30 veggie sandwich party box	\$79.99	Jimmy John's
10. Misc (10%)	\$53.11	

TOTAL EVENT BUDGET:	\$531.06	
TOTAL ASUN BUDGET:	\$584.17	

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ASUN DEPARTMENT OF PROGRAMMING EVENT & BUDGET PROPOSAL FORM

CONTACT INFORMATION:

Organizer(s)/Intern(s): Chelsea Patel, Antonio Munoz, Delaney Nash, Grace Rockwell, Sarah Klein, and Jacquelinne Vilchiz

E-mail(s):

Learning Outcomes:

1. Students will have the opportunity to fuel their brain with yummy snacks while they study.
2. Students will be able to come together and pack the KC as finals approach.
3. Students will be able to identify their weaknesses and study for those areas.

EVENT INFORMATION:

Event Name:	Pack the KC	Date:	12/9/2025
Event Location:	Mathewson-IGT Knowledge Center (KC Rotunda)	Time:	5-7 pm
Expected Attendance:	150	Cost Per Student:	\$4.26

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

DESCRIPTION:	AMOUNT:	VENDOR:
1.Hot Cocoa (Marshmallow)x3	\$26.91	Walmart
2.Hot Cocoa (Milk Chocolate) x3	\$26.91	Walmart
3.Water Bottle Case 40 Count x5	\$27.35	Walmart
4.Granola Bars 36 Count x2	\$16.54	Walmart
5.Chocolate Chip Muffins 12 Count x14	\$66.36	Walmart
6. 30 Count of Vegan Sandwiches	\$75.99	Jimmy John's
7. Pizza x40 Cheese x20 Pepperoni x20	\$279.60	Little Cesar's
8. Hot Beverage Dispenser x2	\$118.9	Amazon
9. Misc (10%)	\$63.86	

TOTAL EVENT BUDGET:	\$638.56	
TOTAL ASUN BUDGET:	\$702.42	

ASUN DEPARTMENT OF PROGRAMMING
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CONTACT INFORMATION:

Organizer(s)/Intern(s): Mason Daorno and Zion Price

E-mail(s): programmerdaorno@asun.unr.edu, programmerprice@asun.unr.edu

Learning Outcomes:

1. Students will learn about campus partners available to them during the start of the Spring semester.
2. Students will receive school supplies while enjoying a nice meal.
3. Meet other students and meet ASUN officers while enjoying soup.

EVENT INFORMATION:

Event Name:	Soup for Success	Date:	1/20/2026
Event Location:	KC Rotunda	Time:	11-1pm
Expected Attendance:	250	Cost Per Student:	\$4.18

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

DESCRIPTION:	AMOUNT:	VENDOR:
1. Soup	\$750	Sup
2. Breadsticks	\$200	Olive Garden
3. Misc (10%)	\$95	

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TOTAL EVENT BUDGET:	\$950	
TOTAL ASUN BUDGET:	\$1,045	

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ASUN DEPARTMENT OF PROGRAMMING EVENT & BUDGET PROPOSAL FORM

CONTACT INFORMATION:

Organizer(s)/Intern(s): Troy Barrera, Selena Albarran, Delaney Nash, Viv Morais

E-mail(s): programmerbarrera@asun.unr.edu, programmeralbarran@asun.unr.edu

Learning Outcomes:

1. Students will learn the environmental and social impacts of sustainable shopping.
2. Students will learn to explore affordable and budget-friendly ways to shop for clothes.
3. Students will learn about Pack Provisions, a valuable resource on campus.

EVENT INFORMATION:

Event Name:	Pack X-Change	Date:	1/21/2026
Event Location:	KC Breezeway/Rotunda	Time:	1:00pm-4:00pm
Expected Attendance:	350	Cost Per Student:	\$7.23

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

DESCRIPTION:	AMOUNT:	VENDOR:
1. Thrift Clothes	\$800	Various Thrift Stores

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2. Tote Bags (200)	\$249.99	Amazon
3. Cookies	\$500	Twisted Sugar
4. Soda Syrups a. 4 Pack Vanilla (\$25.92 x 1) b. Cherry (\$14.99 x 1) c. Peach (\$11.69 x 1) d. Pumps (\$7.99 x 1)	\$60.59	Amazon
5. Soda Creamers a. Coconut Cream (3.98 x 4) b. Half & Half (\$2.82 x 2)	\$21.56	Walmart
6. Fruit	\$500	Walmart
7. Granola Bars a. Chewy Variety Pack (3.96 x 10) b. Nutri-Grain Bars (9.98 x 3)	\$72.40	Walmart & Sam's Club
8. Clear Plastic Bags (\$15.09 x 1)	\$15.09	Amazon

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9. Mirror (\$63.94 x 1)	\$63.94	Amazon
10. Mirror Markers (15.99 x 1)	\$15.99	Amazon
11. Misc 10%	229.96	

TOTAL EVENT BUDGET:	\$2,299.56	
TOTAL ASUN BUDGET:	\$2,529.52	

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CONTACT INFORMATION:

Organizer(s)/Intern(s): Railyn Krentz, Greydon Geil, Chelsea Patel

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

Learning Outcomes:

1. Students will be able to receive free food during the colder winter months.
2. Students will learn more about how to get engaged on campus.
3. Students will be connected with resources on campus.

EVENT INFORMATION:

Event Name:	Spring Club Fair	Date:	1/22/2026
Event Location:	JCSU	Time:	TBD
Expected Attendance:	2,000	Cost Per Student:	\$0.88

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

DESCRIPTION:	AMOUNT:	VENDOR:
1. Little Caesar's Pizza	\$1,398	Little Caesars

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a. Pepperoni (\$6.99 x 100) b. Cheese (\$6.99 x 100)	a. \$699 b. \$699	
2. 15% Tip	\$209.70	Little Caesars
3. Misc. (10%)	\$160.77	

TOTAL EVENT BUDGET:	\$1,607.70	
TOTAL ASUN BUDGET:	\$1,768.47	

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CONTACT INFORMATION:

Organizer(s)/Intern(s): Liberty Lockwood, Jennifer Gamez

E-mail(s): programmerlockwood@asun.unr.edu, programmergamez@asun.unr.edu

Learning Outcomes:

1. Learn about local coffee shops around the Reno/Sparks area
- 2.
- 3.

EVENT INFORMATION:

Event Name:	Coffee Crawl	Date:	01/23/2026
Event Location:	KC Rotunda	Time:	11:30am-2:30pm
Expected Attendance:	500	Cost Per Student:	\$2.64

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

DESCRIPTION:	AMOUNT:	VENDOR:
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1. Antojitos Colibri a. Hot Chocolate (\$40 x4)	\$180	Antojitos Colibri
2. Buzzed Coffee a. Chai b. Coffee	\$600	Buzzed Coffee
3. Panera a. Coffee	\$300	Panera
4. Starbucks a. Coffee	\$120	Starbucks
5. Sam's Club	\$120	Sam's Club

TOTAL EVENT BUDGET:	\$1,200	
TOTAL ASUN BUDGET:	\$1,320	

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