

# Department of Event Programming

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

Agenda for Friday, January 16, 2026 at 9:00 am

In Person- Frankie Sue Del Papa President's Conference Room (JCSU Room 332) - 3<sup>rd</sup> 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, Liberty Lockwood

## **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](http://www.nevadaasun.com).*

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- f. Event Programmer, Zion Price
- g. Assistant Director, Greydon Geil
- h. Assistant Director, Chelsea Patel
- i. Director, Railyn 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."

- j. Event Programmer, Selena Albaran
- k. Event Programmer, Troy Barrera
- l. Event Programmer, Mason DaForno
- m. Event Programmer, Jennifer Gamez
- n. Event Programmer, Liberty Lockwood
- o. Event Programmer, Zion Price
- p. Assistant Director, Greydon Geil
- q. Assistant Director, Chelsea Patel
- r. Director, Railyn Krentz

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

The body will discuss the amended budgets:

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- a. Soup For Success
- b. Pack X-Change
- c. Coffee Crawl

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

The body will discuss the following budgets:

**A. Mackay Week Budgets**

- a. Mackay N Cheese
- b. Paint With the Pack
- c. Mackay Madness Bingo
- d. Nuggets of Gold

The body will discuss the budgets above regarding Mackay Week Events.

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

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11. **ADJOURNMENT**

**NOTES**

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# ASUN DEPARTMENT OF PROGRAMMING EVENT & BUDGET PROPOSAL FORM

## **CONTACT INFORMATION:**

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

E-mail(s):

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:**

<b>Event Name:</b>	<b>Soup for Success</b>	<b>Date:</b>	<b>1/20/2026</b>
<b>Event Location:</b>	<b>KC Rotunda</b>	<b>Time:</b>	<b>11:30-1pm</b>
<b>Expected Attendance:</b>	<b>250</b>	<b>Cost Per Student:</b>	<b>\$9.83</b>

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

<b>DESCRIPTION:</b>	<b>AMOUNT:</b>	<b>VENDOR:</b>

## **NOTES**

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1. Olive Garden	\$1400	Olive Garden
2. Student Supplies <ul style="list-style-type: none"> <li>• Planners (50)</li> <li>• Notebooks (96)</li> <li>• Pens (100)</li> <li>• Pencils (100)</li> </ul>	\$795.92	Walmart
3. Serving Supplies <ul style="list-style-type: none"> <li>• Bowls (300)</li> <li>• Spoons (600)</li> <li>• Napkins (300)</li> </ul>	\$38.88	Sam's Club
4. Misc (10%)	\$223.48	

<b>TOTAL EVENT BUDGET:</b>	\$2,234.80	
<b>TOTAL ASUN BUDGET:</b>	\$2,458.28	

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## ASUN DEPARTMENT OF PROGRAMMING EVENT & BUDGET PROPOSAL FORM

### **CONTACT INFORMATION:**

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

E-mail(s): [programmerbarrera@asun.unr.edu](mailto:programmerbarrera@asun.unr.edu), [programmeralbaran@asun.unr.edu](mailto:programmeralbaran@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:**

<b>Event Name:</b>	<b>Pack X-Change</b>	<b>Date:</b>	<b>1/21/2025</b>
<b>Event Location:</b>	<b>KC Breezeway/Rotunda</b>	<b>Time:</b>	<b>1:00pm-4:00pm</b>
<b>Expected Attendance:</b>	<b>350</b>	<b>Cost Per Student:</b>	<b>\$7.23</b>

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

<b>DESCRIPTION:</b>	<b>AMOUNT:</b>	<b>VENDOR:</b>

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1. Thrift Clothes	\$800	Various Thrift Stores
2. <a href="#">Tote Bags (200)</a>	\$249.99	Amazon
3. Cookies	\$500	Twisted Sugar
4. Soda Syrups a. <a href="#">4 Pack Vanilla</a> (\$25.92 x 1) b. <a href="#">Cherry</a> (\$14.99 x 1) c. <a href="#">Peach</a> (\$11.69 x 1) d. <a href="#">Pumps</a> (\$7.99 x 1)	\$60.59	Amazon
5. Soda Creamers a. <a href="#">Coconut Cream</a> (3.98 x 4) b. <a href="#">Half &amp; Half</a> (\$2.82 x 2)	\$21.56	Walmart
6. Fruit	\$500	Walmart
7. Granola Bars a. <a href="#">Chewy Variety Pack</a> (3.96 x 10) b. <a href="#">Nutri-Grain Bars</a> (\$9.98 x 3)	\$72.40	Walmart & Sam's Club

## NOTES

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8. <u>100 Mini Tote Bags</u> 9. (\$112.98 x 1)	\$112.98	Amazon
10. <u>Mirror</u> (\$63.94 x 1)	\$63.94	Amazon
11. Mirror Markers (15.99 x 1)	\$15.99	Amazon
12. Misc 10%	239.75	

<b>TOTAL EVENT BUDGET:</b>	<b>\$2,397.45</b>	
<b>TOTAL ASUN BUDGET:</b>	<b>\$2,637.20</b>	

## NOTES

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# ASUN DEPARTMENT OF PROGRAMMING EVENT & BUDGET PROPOSAL FORM

## CONTACT INFORMATION:

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

E-mail(s): [programmerlockwood@asun.unr.edu](mailto:programmerlockwood@asun.unr.edu), [programmertgamez@asun.unr.edu](mailto:programmertgamez@asun.unr.edu)

## Learning Outcomes:

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

## EVENT INFORMATION:

<b>Event Name:</b>	<b>Coffee Crawl</b>	<b>Date:</b>	<b>01/23/2026</b>
<b>Event Location:</b>	<b>KC Breezeway</b>	<b>Time:</b>	<b>11:30am-2:30pm</b>
<b>Expected Attendance:</b>	<b>500</b>	<b>Cost Per Student:</b>	<b>\$3.72</b>

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

<b>DESCRIPTION:</b>	<b>AMOUNT:</b>	<b>VENDOR:</b>

## NOTES

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1. Antojitos Colibri a. Hot Chocolate (\$40 x4) b. 15% tip	\$184	Antojitos Colibri
2. Buzzed Coffee a. Chai b. 15% tip	\$477	Buzzed Coffee
3. Panera a. Hazelnut Coffee b. Dark roast c. 15% tip	\$573.80	Panera
4. Insulated Coffee Cups	\$87.84	Sam's Club
5. Half and Half	\$21.60	Sam's Club
6. Single Coffee Creamers	\$12.58	Sam's Club
7. Stir sticks/straws	\$11.18	Sam's Club
8. Sweet N Low	\$14.58	Sam's Club
9. Members mark sugar	\$12.98	Sam's Club
10. Members mark Oat milk	\$7.47	Sam's Club
11. Torani Sugar Free Syrup Variety Pack of 4 x1	\$17.08	<a href="#">Amazon</a>

## NOTES

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12. Torani Syrup Variety Pack of 4 x1	\$20.67	<a href="#">Amazon</a>
13. Torani Syrup Pump Pack of 5 x1	\$9.99	<a href="#">Amazon</a>
14. Measuring Spoons x1	\$5.99	<a href="#">Amazon</a>
15. Marketside Cinnamon Coffee Cake, 14.1 oz, 4 Count \$4.96x10	\$49.60	Sam's Club
16. Members Mark Muffin <ul style="list-style-type: none"> <li>a. Blueberry (\$5.87 x4)</li> <li>b. Chocolate (\$5.87 x4)</li> <li>c. Banana Nut (\$5.87 x4)</li> <li>d. Cinnamon Crunch (\$5.87 x4)</li> </ul>	\$93.92	Sam's Club
17. Doughboy Donuts <ul style="list-style-type: none"> <li>a. 1 Dozen (\$18.95 x6)</li> <li>b. 15% tip</li> </ul>	\$130.75	Doughboy Donuts
18. My Favorite Muffin <ul style="list-style-type: none"> <li>c. 1 Dozen (\$9.49 x10)</li> <li>d. 15% tip</li> </ul>	\$109.13	My Favorite Muffin
19. Misc (10%)	\$183.71	

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<b>TOTAL EVENT BUDGET:</b>	<b>\$1,837.16</b>	
<b>TOTAL ASUN BUDGET:</b>	<b>\$2,020.87</b>	

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# ASUN DEPARTMENT OF PROGRAMMING EVENT & BUDGET PROPOSAL FORM

## **CONTACT INFORMATION:**

Organizer(s)/Intern(s): Elyse Andre, Grace Rockwell

E-mail(s): [eandre@unr.edu](mailto:eandre@unr.edu), [grockwell@unr.edu](mailto:grockwell@unr.edu) Learning

## **Outcomes:**

1. Students will be able to identify key historical contributions of the Mackay family to the University of Nevada, Reno.
2. Students will gain an understanding of major campus landmarks and their significance in university history.
3. Students will deepen their sense of campus pride and belonging by engaging with informative materials about UNR's heritage.

## **EVENT INFORMATION:**

<b>Event Name:</b>	<b>Mackay N' Cheese</b>	<b>Date:</b>	<b>2/17/2026</b>
<b>Event Location:</b>	<b>KC Rotunda</b>	<b>Time:</b>	<b>3:30-5:00</b>
<b>Expected Attendance:</b>	<b>350</b>	<b>Cost Per Student:</b>	<b>\$5.04</b>

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

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1. Mac N cheese -5 ounces portions (including two chafers)	\$735	Famous Dave's
2. Lettuce wraps party box (30-piece x 2) Lettuce veggie wraps (18-piece x2)	\$255.96	Jimmy John's
3. Drinks - Coca Cola (12 pack x 10) - sprite (12 pack x 10) -dr pepper (12 pack x 10)	\$224.8	Walmart
4. Water -8 packs of 40	\$43.76	Walmart
4.appliances -forks (3.78/per pack) (4) -Gloves (5.99/per pack) (1) -Napkins (2.64/per pack) (1) - Hand sanitizers (5.64/ per bottle) (2) -table lining (1.00/10) -serving spoon (14.99/ per spoon) (3 spoons)	\$90.00	Walmart
5.Snacks -cheezets ( 14 packs of 30) -muffins (15 packs of 12)	\$253.28	Walmart

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-cookie + cracker variety pack (10 packs of 20)		
6. Misc	\$160.28	

<b>TOTAL EVENT BUDGET:</b>	<b>\$1602.80</b>	
<b>TOTAL ASUN BUDGET:</b>	<b>\$1,763.08</b>	

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# ASUN DEPARTMENT OF PROGRAMMING EVENT & BUDGET PROPOSAL FORM

## **CONTACT INFORMATION:**

Organizer(s)/Intern(s): Vivianna Ferrer de Morais, Kloe Sorge, Miles Lazuna

E-mail(s): [vferrerdemorais@unr.edu](mailto:vferrerdemorais@unr.edu) [ksorge@unr.edu](mailto:ksorge@unr.edu), [mhaneylanuza@unr.edu](mailto:mhaneylanuza@unr.edu)

## Learning Outcomes:

1. Enhance students' ability to develop focus, improve number recognition, and promote social interaction in a fun and engaging environment.
2. Foster collaboration and communication skills by working in groups and promoting peer interaction and teamwork.
3. Provide Students with a chance to make lasting memories with peers.

## **EVENT INFORMATION:**

<b>Event Name:</b>	<b>“Paint with the Pack”</b>	<b>Date:</b>	<b>2/18/2026</b>
<b>Event Location:</b>	<b>KC Rotunda</b>	<b>Time:</b>	<b>5-7</b>
<b>Expected Attendance:</b>	<b>150</b>	<b>Cost Per Student:</b>	<b>\$2.68</b>

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

DESCRIPTION:	AMOUNT:	VENDOR:
100 piece paint brush set x2	\$14.40	<a href="#">amazon</a>
Acrylic paints	\$36.99	<a href="#">amazon</a>
50 piece plastic paint trays x2	\$21.00	<a href="#">amazon</a>
150 pack of 4x4 canvas and easel set	\$100.99	<a href="#">amazon</a>
7upx2	\$11.76	walmart
Pepsi x2	\$23.96	walmart
Diet pepsi x2	\$23.96	walmart
Bargs root beer	\$7.98	walmart
Docotor pepper	\$12.97	walmart
Docotor pepper diet	\$12.97	walmart
Torani Sugar Free Syrup, Soda Flavors Variety Pack, 25.4 Ounce (Pack of 4)	\$25.92	<a href="#">amazon</a>

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50 Cocktail Umbrella,Drink Umbrella x2	\$11.78	walmart
50 count of plastic cups with lids	\$25.00	walmart
50 count of plastic cups no lids	\$9.99	<a href="#">amazon</a>
Pack of plastic gloves	\$7.49	walmart
6 pack of plastic tarp	\$7.99	<a href="#">amazon</a>
Large bag of ice x2	\$10.96	walmart
Misc	\$36.61	

<b>TOTAL EVENT BUDGET:</b>	\$366.11	
<b>TOTAL ASUN BUDGET:</b>	\$402.72	

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# ASUN DEPARTMENT OF PROGRAMMING EVENT & BUDGET PROPOSAL FORM

## CONTACT INFORMATION:

Organizer(s)/Intern(s): Chelsea Patel, Aidan Espinoza, Sarah Klein, & Jacquelinne Vilchiz-Mondragón

E-mail(s):

Learning Outcomes:

1. Student will be able to come together and foster a sense of community
2. Students will have the opportunity to take a break from college stress and have fun
3. Students can build a stronger active listening skills

## EVENT INFORMATION:

<b>Event Name:</b>	<b>Mackay Madness Bingo</b>	<b>Date:</b>	<b>2/19/26</b>
<b>Event Location:</b>	<b>Wells Fargo Auditorium</b>	<b>Time:</b>	<b>6:00 pm – 8:30 pm</b>
<b>Expected Attendance:</b>	<b>150</b>	<b>Cost Per Student:</b>	<b>\$6.91</b>

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

<b>DESCRIPTION:</b>	<b>AMOUNT:</b>	<b>VENDOR:</b>
1. MacBook Air	\$499	<a href="#">Walmart</a>

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2.Bingo Counting Chips x4	\$35.96	<a href="#">Amazon</a>
3.Pizza x15 pepperoni x5 cheese	\$139.90	Little Caesars
4.30 Vegan Sandwiches	\$75.99	Jimmy John's
6.Vanilla Syrup x2	\$10.28	<a href="#">Walmart</a>
7.Salted Caramel Syrup x2	\$10.28	<a href="#">Walmart</a>
8.Original & French Vanilla Coffee Creamer Pods x2	\$75	<a href="#">Walmart</a>
9.Pepsi x6	\$71.88	<a href="#">Walmart</a>
10.Diet Pepsi x2	\$23.96	<a href="#">Walmart</a>
Misc	\$94.22	

<b>TOTAL EVENT BUDGET:</b>	<b>\$942.25</b>	
<b>TOTAL ASUN BUDGET:</b>	<b>\$1,036.47</b>	

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# ASUN DEPARTMENT OF PROGRAMMING EVENT & BUDGET PROPOSAL FORM

## CONTACT INFORMATION:

Organizer(s)/Intern(s): Antonio Munoz, Delaney Nash

E-mail(s): [Antoniomunoz@unr.edu](mailto:Antoniomunoz@unr.edu), [delaneynash@une.edu](mailto:delaneynash@une.edu)

## Learning Outcomes:

1. Boost morale and feed students on campus by giving out chicken nuggets and fries.
2. Celebrate Mackay Week and John W. Mackay by sharing information about him.
3. Build community and bring students together through providing free food.

## EVENT INFORMATION:

<b>Event Name:</b>	<b>Nuggets of Gold</b>	<b>Date:</b>	<b>2/20/2026</b>
<b>Event Location:</b>	<b>KC Rotunda</b>	<b>Time:</b>	<b>3-5:30pm</b>
<b>Expected Attendance:</b>	<b>500</b>	<b>Cost Per Student:</b>	<b>\$2.13</b>

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

<b>DESCRIPTION:</b>	<b>AMOUNT:</b>	<b>VENDOR:</b>

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1. Tablecloths (\$1.25 x 5)	\$6.25	Dollar Tree
2. Food serving supplies a. Paper food trays 750ct (\$21.94 x 1) b. Chafing dishes (\$31.49 x 1)	\$53.43	Sam's Club
3. Beverages a. Water (\$3.98 x6) b. Soda (\$17.98 x 7)	\$149.74	Sam's Club
4. Disposable Gloves (\$1.98 x 1)	\$1.98	Walmart
5. a. 40ct McDonalds Chicken Nuggets (\$11.29 x 50)  b. 10% tip (\$56.45)	\$620.95	McDonalds
6. Gluten Free and Vegan/Veggie Options  a. 30ct Gluten Free Grilled Chicken Nuggets (\$22.95 x 3)  b. Southwest Veggie Wraps (no cheese) (\$8.25 x 15)  c. 10% tip (\$19.20)	\$211.80	Chick-fil-a

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8. Misc 10%	\$104.42	
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<b>TOTAL EVENT BUDGET:</b>	<b>\$1,044.15</b>	
<b>TOTAL ASUN BUDGET:</b>	<b>\$1,148.57</b>	

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