

UPAC Allocation Night Minutes

Date: 8/31/21

Organization Name: ICLC and AID

Budget(s) to be Reviewed: Event Budget

Committee:	Nittany Allocation Committee
Committee Chair:	Michael Errichetti
UPAC Advisor:	Galen Chelko
Committee Members:	Rene, Ryan, Chris, Yidi, Alex
Minutes Taker(s):	Ryan and Rene
SCT Member(s):	Arnav, Mae

Organization Presenter:	Rohitha Edara, Shaima Saleh
Presenter's Email:	Rxe39@psu.edu, sbs6603@psu.edu

Minutes:

Description of the Budget:	
We celebrate an Indian festival with big, illuminated lights with patterns made with colors. People go around and dance. We have entertainers who bring the traditional music aspect. They are fully equipped to perform. This budget is for the event celebration.	
Questions from the Committee:	Responses from the Presenter:
1. What is your mission statement?	Has traditional India festivals throughout the
2. How are you funding the amount that UPAC does not cover?	IT will come from their ASA account.
3. Why did you select the honoraria?	They are familiar with traditional Indian dances and have the training and equipment to bring it to Penn State to enhance the program through immersion.
4. I noticed you marked airfare, how is your speaker getting here?	We will need confirmation of the exact amount. We believe it is ground transportation.
5. Is it open to all UP students?	Yes
6. How will you advertise for this event?	Facebook, Instagram, social media, downtown Indian restaurants
7. What is the purpose of ordering only 20 name tags?	The name tags will be used by the bands, entertainment, and staff workers. They wanted to distinguish themselves.

8. Have you paid for anything yet?	No
9. AID – How did you pick your speaker?	They have participated in the event in the past and are familiar with the traditions of Garba.
10. AID- What is your mission Statement?	We celebrate the rituals of Indian culture at Penn State and we strive to keep the culture here at Penn State. We like to do social events that combine the two.
11. AID – Have you paid for anything yet?	No
12. What COVID precautions are being taken for COVID?	We are adhering to the max capacity. We will also be making sure every attendee is masked up and is following rules as we go. Including the artist.
13. Will you be reusing the equipment?	Yes, some of the equipment will be reused, and we currently have some that we plan on keeping using again.
14. How did you get the amount of people attending?	We got the expected attendance from the capacity of the Alumni hall.
15. Where will the equipment be stored?	We have on campus storage.

	Item	Quantity	Unit Price	Total Amount
Venue and Equipment				
1	Alumni Hall	8	\$145.00	\$1,160.00
2	Projector (Event Space)	1	\$104.00	\$104.00
3	Microphone (Wireless Handheld)	2	\$26.00	\$52.00
4	Extension Cord	4	\$5.00	\$20.00
5	Power Strip	2	\$5.00	\$10.00
6	Podium (Stand w/Sound)	1	\$16.00	\$16.00
7	Microphone Stand (standing)	2	\$3.00	\$6.00
			Subtotal:	\$1,368.00
Decorations				
1	Electric Gold Lamp - symbol of light and the festival	3	\$32.00	\$96.00
2	Golden Cloth – backdrop for artist, gold is our color	2	\$18.29	\$36.58
3	Golden Electric Lights – Surrounds the big gold lamp	2	\$14	\$27.98

4	Big frame to decorate the stage – act as the holder of the backdrop	1	\$41.99	\$41.99
5	Fairy Lights – Used to decorate the center part of the stage.	2	\$17.99	\$35.98
6	Yellow Paper Lanterns (5 per pack) - used in addition to the electric lamps to make auspicious wishes.	2	\$12.59	\$25.18
7	White Paper Lanterns (5 per pack) – used in addition to the electric lamps to make auspicious wishes.	2	\$12.98	\$25.96
8	Orange Paper Lanterns (5 per pack) - used in addition to the electric lamps to make auspicious wishes.	2	\$21.38	\$42.76
9	Tapestries – Used as a base for the electric lamps to substitute for the geometric color shapes	1	\$11.49	\$11.49
			Subtotal:	\$343.92
Misc.				
1	Name tags – Used by the entertainers to distinguish themselves from guests.	20	\$0.80	\$16.00
			Subtotal:	\$16.00

Committee Discussion:

- I don't believe that nametags are essential to the success of the program.
- We need to ask them what their priorities are for equipment.
- I'm worried about the risk of COVID spreading with 500 people.
- We've given them the information pertaining to COVID protocols, and the facility, advisors, and students will be responsible for following the rules.
- I think it's great our international students have the opportunity to bring their culture here for students who may not be as acclimated as we are.
- Do we think the nametags facilitate the orchestration of the event?
- If you go to section 3.2.8.1 you will see the different uses of things. "Integral to Success of the Program"

- I don't believe that name tags should be restricted by 3.2.8.1 as I don't feel they constitute program materials.
- The name tag does not feel crucial to success. People can always ask others for their names as well as the performers.
- I think it is great that they are providing the opportunity for students to be exposed to Indian culture.

SCT Recommendation:	
ICLC Recommendation:	Partial Funding in amount of \$2147.92 (Including Nametag removed due to 3.2.8.1, does not contribute to program's overall success.)
AID Recommendation:	Full Funding in the amount of: \$4,900
ICLC Amount Funded:	3.2.2 – Minus 10% - \$1762.73 = \$1534.72 (#'s adjusted gc 9/2/21)
AID Amount Funded:	<ul style="list-style-type: none"> - Funding In Order: Honoraria (420), Alumni Hall (1160), Projector (104), Microphone (52), Extension Cord (20), Power Strip (10), Podium (16), Mic Stand (6), Electrical Lamp (96), Golden Cloth (34.73), Big Frames \$41.99 <i>All others 0 – Golden Electric, Fairy Lights, Paper Lanterns, Tapestry, Nametags (3.2.8.1.)</i> 3.2.2 - Minus 10% - \$4,410
ICLC 2 nd By:	Yidi
AID 2 nd By:	Yidi
ICLC Vote:	5-0
AID Vote:	5-0

Additional Recommendations:

Recommendation:

Comments:

Vote: