

General Information for Hosting a Student Caucus Meeting

A) Facilities:

- a. Meeting Room:
 - 1) Reserve meeting room for about 24 individuals for Saturday, from 9:00am- 4:30pm (unless time differs)
 - 2) Work through your Student Government to minimize and avoid costs. Some Governments will host the whole meeting.
 - 3) If there is to be a cost to Caucus, let Carol Saiki- Delacruz (carol701@hawaii.edu or phone: (808) 956-8753) know so that fiscal documents can be processed.
- b. Supplies:
 - 1) Have available: Access to a photocopy machine and projector; Access to a computer, wireless internet, and printer (if possible)

B) Meals:

- a. See if your student government/campus will host the meals. If so, use your campus guidelines instead.
- b. Talk to Carol about how to purchase food at least one month before the meeting.
*Prior approval is needed before any decisions or purchases are made.
- c. Obtain a quote:
 - 1) Be sure the vendor accepts UH (State of Hawaii) Purchase Orders. Will need: vendor's name, mailing address, telephone number, and contact person's name giving quote. If not, you/your campus will have to front the payment and then get reimbursed by Caucus.
 - 2) Stay within the price ranges set forth
 - 3) Work with your campus' catering first to foster relationships; if not, work with an outside caterer.
- d. What to order:
 - 1) Breakfast and lunch. Be sure to have about 3-4 vegetarian plates or at least 1 vegetarian main dish.
 - 2) Coffee and condiments (cream, sugar/Equal) available throughout the meeting
 - 3) Beverages: chilled water, juice, soda, and/ or iced tea available throughout the majority of the meeting
 - 4) Paper goods and utensils (if not being supplied by the vendor)
- e. Anticipated expenditures: (for a one-day meeting)
 - 1) Breakfast (approx) \$175.00
 - 2) Lunch (approx) \$250.00
 - 3) Order for 24 individuals
- f. Finalize everything:
 - 1) Mail, fax, or email UHSC advisor and Carol Saiki-Delacruz (carol701@hawaii.edu) with the appropriate information so that the purchase orders can be processed and ready well in advance.
 - 2) Check and double-check with the UHSC advisor or Carol one week prior to the meeting for the purchase order.
 - 3) Reconfirm everything with the appropriate vendors: pick-up/ delivery location, prices, dates, time, parking situations, contact person, etc.