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
   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.