

34th District Democrats
2004 Legislative District Caucus Planning Worksheet

What	Who	When
Site visit of School – determine room set-up, av aids available, parking issues, etc.	Brian, Kathy, Walter	April 27
Signage 1. Need two signs on California and multiple signs (6 each of different directions) directing people from parking lot and through building 2. Bring sawhorses to mount signs 3. Two signs for sign-in: a) Non-Delegates, Non-Alternates, Members and PCOs and b) Delegates/Alternates	Jo Walter Jo	Complete by April 30
Set-Up – 1. Chairs and tables - start at 7:30. Need to get core group of 5 volunteers to help with chairs, tables etc. in addition to credentials and other designated positions. 2. Food and Refreshments 3. Delegate and Alternate Sign-In: 4 tables, 2 attendants at each tables; Jackie and Bruce to manage 4. Jackie to put together sign-in procedures for Jo to reproduce for volunteers (e.g. credentialing issues, delegates to writer preference, 5. Member and PCO Sign-In 6. Make up name-tags for delegates, alternates and members 7. Copies of rules and agenda	Ivan, Judy Whitney, Heather and two volunteers – Sue Sutton Kathy and Jo arranging for volunteers (Folks so far: Ed, Suzette Riley?, Steve Karbowski) Jackie Need volunteer, hopefully from response to Bill's email Jackie? Bruce – 500 copies	ASAP Caucus ASAP ASAP Caucus ASAP
Equipment – 1. Confirm what is available in site visit. 2. See if computer is needed for note taking	Walter and Brian Walter to call Bruce Eklund	April 27 April 28
Other Tables - In Hallway (not in main room) 1. PCOs - PCO table with map -list of open and closed precincts	Jackie to bring Bill & Jackie to produce	

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<ul style="list-style-type: none"> -party handbooks -printouts of Russ's article and related info. 	Bruce to bring Bruce to copy – 50	Caucus
<ul style="list-style-type: none"> 2. District – Have a table with newsletter <ul style="list-style-type: none"> -District organization chart (officers, committees, etc.) -Calendar -Make up signs for items above 	Jackie to bring extras Bruce to copy – 250 Bruce to copy – 250 Bill	ASAP
<ul style="list-style-type: none"> 3. Candidates – Set aside table for each candidate organization. 	Need to contact reps for each organization (Dean, Kucinich, Others?) Walter can probably get Kucinich rep	ASAP
<p>Delegate/Alternate Lists – Will, of course, change, but should have several copies to hand out in addition to sign-in sheets to assist campaigns</p>	Bill S.	April 30
<p>Ballots Make up ballots based on number scheme as suggested by State party. Include note on it that one must make choices for the total number of positions open.</p>	Bill – 2000 ballots	April 30
<p>Recording Votes Need people to serve on Tally committee</p>	Kathy to find individuals to serve	April 30
<p>Parliamentarian</p>	Alan Munro (Kathy to confirm)	
<p>Platform and Resolutions</p> <ul style="list-style-type: none"> 1. Make up list of resolutions, split topically and numbered with one string of numbers. 2. Make large copies of each resolution (11x17 paper) made up to paste around room. Leave space for attendees to place dots to note their votes. 3. Voting will be done during a lull in the meeting, with 10 dots given to each attendee to place their vote under resolutions. 4. Allow 45 minutes for sub-groups to meet and discuss each topical area. 5. Sub-groups will report out on comments on platform and resolutions with 5 minutes allowed for each report. 6. Voting on resolutions after each report. (Rules cover amount of speakers and time limits.) 	Bill - done Bill – done Walter to buy dots	