

Guide to Ka Pu‘uhonua

- Every year:
 - NEW Google Drive Folder:
 - Name = School Year
 - Folders inside:
 - Members
 - Meetings + Minutes
 - Events
 - Receipts + Invoices
 - Lū‘au Planning
 - Change the “Contact Information” document
 - Make a new sheet within the Budget file
- Check periodically:
 - New Member Form
 - Community Service Form
 - Budget
- Social Media:
 - Introduce board members
 - Holidays
 - Events
 - ETC...
- Funding:
 - Restricted Account (# on the budget)
 - ASCUI \$100/yr budget
 - Senate Funding
 - CU Give Back – Contact = Sofia Saldana
 - Golden Eagles Helping Golden Eagles – Contact(s) = Tamara Sauer & Haley Marrujo
- Beginning of the Year “Checklist”
 - Board Meeting
 - Share schedules to make event and meeting planning easier
 - Decide frequency of meetings, location, possible times
 - Brainstorm possible events
 - Decide anything related to social media
 - ETC....

- Beginning of Year Welcome Dinner
 - Will need to invite ALL club members + Hawai‘i Students
 - Email/text Megan or Taylor to find all their names
 - NO LATER than a month into the semester
 - Cater food
- Throughout the year:
 - Make sure board is in constant communication (can set up board meetings to stay on the same page – i.e., once a month)
 - Make a group chat!
 - Plan events: advertisements, reserve rooms, buy supplies (either reimbursements from ASCUI Treasurer or ask Amanda to buy and she will charge our account)
 - Stay on top of budget!
- Community Service:
 - Fall Semester–Usually the CU Serves day, but can do a club event or joint events w/ other clubs
 - Spring Semester – Lū‘au
 - Must turn in form or document with all club members names on it (+ what they did) so that they remain active
 - Each member is responsible for 2 hrs/semester
- End of semester:
 - Make sure board is set
 - Start planning the transition
 - Let Amanda know who the club emails are going to be delegated to (if changing)
- REMINDERS:
 - Make sure that our club name is ALWAYS spelt correctly
 - Use ‘okina and kahakō (There is a Hawaiian keyboard or just copy off of google)

Guide to Everything Lū‘au

Event Planning Process

1. The Basics:

- a. Secure Date + Time
 - i. Spring: Late March (at the earliest) or anytime in April
 - ii. Take into account athletics and other events
 - iii. Will most likely be paired with Admitted Students Day
- b. Set Theme/Color Scheme
 - i. This will feed into creating the:
 1. Poster
 2. Social Media Posts
 3. Volunteer Posters/Posts
 4. Any other advertisements
 5. Program
- c. Funding
 - i. CU Give Back
 1. sofia.saldana@cui.edu
 2. Usually ran in the fall semester
 3. Will provide you with most of your funding
 - ii. Golden Eagles Helping Golden Eagles Fund
 1. tamara.sauer@cui.edu or haley.marrujo@cui.edu
 2. Can fund various aspects of lū‘au

2. Catering

- a. Set Menu or a desired menu
 - i. Sample Menu from Nalu's:
 1. Entrees: Kalua Pig (NO Cabbage); Chargrilled Salmon; Chicken Katsu
 2. Includes: Rice and Salad
 3. Add-on: Mac Salad
 4. Delivery + Chafing/Inferno
 - ii. Consider Dessert
 - iii. Email to secure order or text Bobby (see contact info below)
 - iv. Pay deposit
 - v. Possible Catering:
 1. Nalu's Hawaiian Fish Grill
 2. Da Lū‘au

- vi. Get food table covering from Oriental Trading in bulk (white rectangles usually in packs of 12)
 - vii. Drinks you can get in bulk from Costco or Sam's Club and put in coolers (or get your own drink dispensers + cups)
 - viii. Note: Keep Bon Appetit to a minimum (i.e., food warmers, drinks, table cloths for food tables)
- 3. Entertainment
 - a. Ta'iuta Grey-Uigalelei's Family: Isle Entertainment (usually around \$2k)
 - b. Will want to solidify early (contact info below) so that the check gets cut in time
 - c. IT has most of the connections, just have to double check with the sound system needs
- 4. Volunteers
 - a. Set the jobs needed and estimate approximate help needed
 - i. Includes, but not limited to:
 - 1. Set up and/or breakdown
 - 2. Food Serving
 - 3. Check-in
 - 4. Dancers
 - 5. Game/Activity Tables
 - b. Usually about 30 people, most come from the club, but others volunteer as well
 - c. Start advertising for volunteers as soon as possible (either just before winter break or RIGHT when you come back from it)
 - d. Dance practices should start in late January
 - e. Thank you bags on the day of for all volunteers that have helped!
- 5. Decorations
 - a. Use past decorations and purchase new ones
 - b. Set layout for lū'au
 - c. Photo booth? Or Photo-op area?
 - d. Centerpieces!!
 - e. Florals:
 - i. Leis
 - ii. Stage Arrangements
 - iii. Any table decorations
- 6. Things to remember
 - a. Advertise on campus via posters (must be approved by ASCUI/CSLD Front Desk)
 - b. Ask ASCUI to help with advertising
 - c. Update linktree(s) – both club and lū'au

*This is just a general outline of things needed to do

****Check during the process that you submit the W2 and invoices so that company gets paid, CUI accounting dept is VERY SLOW! (like very slow, I am not kidding) – ANY COMPANY THAT YOU WORK WITH MUST SUBMIT A W2 or the school will NOT pay them via check!**

- Other options include: Asking Amanda/Megan to put their CUI credit cards down or using that instead of cutting a check; or getting W2 and ACH info for direct deposit to the company

Contact Information

If you have any questions: Sheri Ann Tengan (sheritengan@gmail.com)

Club Advisor: Megan Bouslaugh (megan.bouslaugh@cui.edu)

Important Contact Information:

Amanda Norris (amanda.norris@cui.edu) – Any planning related help and questions

Taylor Dettviler (taylor.dettviler@cui.edu) – Any planning related help and questions

Ann Ashmon (ann.ashmon@cui.edu) – Marketing related questions

Food Catering

[Nalu's Hawaiian Fish Grill](mailto:catering@nalusgrill.com) (catering@nalusgrill.com) – Chafing + Food

- ★ Bobby Truong at (714)614-1144 or tanchokoi92683@yahoo.com
- Anthony – tony@nalusgrill.com

[L&L](#) – if needed

Da Lū'au (dauluairvine@gmail.com)

Flowers, Lei's, and Arrangements

Island Florals – Costa Mesa

- ★ Phone #: (714) 546-5359
- Email: islandflorals@gmail.com

Dakine Flowers and Lei (orders@dakineflower.com)

OC Wholesale Flowers

Entertainment

Isle Entertainment (faivatheband@gmail.com)

- Contact Ana Grey Niumata - anagreyniumata@gmail.com

Use connections and/or own knowledge for student pieces (e.g., hula)

Music Playlist

Ticket Form & Mass Emails

Contact: Tamara Sauer (tamara.sauer@cui.edu) &

Haley Marrujo (haley.marrujo@cui.edu)