

**Texas Democratic Party State Convention**  
**Austin Convention Center**  
**June 6-7, 2008**  
**CAUCUS SPACE REQUEST FORM**

**ACT NOW**

Now is the time to start planning for your special issue caucuses, meetings and workshops. All requests must be received by Friday April 11, 2008. This is to ensure that there is adequate space available at the Austin Convention Center and that your meeting is included in the Final Schedule.

**ROOM SET-UP**

Meeting rooms will be set-up theater style with a table, podium and a microphone at the front. To avoid paying re-setting fees and because other meetings will take place in the same room, no other room layouts will be available. Food, beverage and additional audio-visual equipment are the sole responsibility of the group/club requesting the meeting space. Further information will be sent along with the confirmation letter.

**CONTACT INFO**

If you have questions please contact Isabel Zermeno at 512/478-9800 or via email at [izermeno@txdemocrats.org](mailto:izermeno@txdemocrats.org). Return this form to:

**Texas Democratic Party**  
**Convention Caucus Request**  
**505 W. 12<sup>th</sup> St., Ste. 200**  
**Austin, Texas 78701**  
**512/480-2500 FAX**

Caucus Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

Number of attendees: \_\_\_\_\_ Audio-Visual needs \_\_\_\_\_

Note: Groups are responsible for the cost of any audio-visual needs beyond one microphone.

Note: Groups are responsible for ALL food & beverage costs associated with the meeting.

Note: Meetings are subject to space and time availability at the Austin Convention Center