

## Set Up Meeting for Delisting of Wolves

**Name of hearing:** *Public Hearing on a Proposal to Remove Endangered Species Act Protections for Wolves in Wyoming*

### Needs to be set up:

#### Forms:

1. **Purchase Order** - (SF1034) to cover expenses that are not covered by credit card. Put into IDEAS. **NOTE:** Must have project leader/ ARD level approval on request.
2. **Acquisition Request (3-2109) for :**
  - a) Meeting Room: \$300 + Liz Butters (307)855-2216 Central Wyoming College, WY [lbutters@cw.edu](mailto:lbutters@cw.edu)
  - b) Hearing Officer – Fee / Travel Cost: \$750/day + expenses Dr. Lesley Travers, (307)262-0599, [ltravers@caspercollege.edu](mailto:ltravers@caspercollege.edu)
  - c) Court Reporter: Randy DUNS # 155242324 [wrsinc@wyoreporting.net](mailto:wrsinc@wyoreporting.net) (307)635-4424
    1. Fee: \$75.00/ hr
    2. Transcript – 1 original, 1 disk – cost per page: \$4.75/pg, Exhibits \$.45 b/w & \$1.30 color, Disc is included
    3. Travel Cost – per mile, hotel: \$.55.5/Mile, no hotel
3. **Legal Notice ( Ask for Legal Notice Department) Newspaper cost, i.e. fees and word limit:**
  - Casper Star Tribune (866)981-6397 (Lori Hayden) [cas-legals@trib.com](mailto:cas-legals@trib.com) (10/31/11)
  - Wyoming Tribune Eagle (307)634-3361 (Nicky Romero) [legals@wyomingnews.com](mailto:legals@wyomingnews.com) (10/31/11)
  - Jackson Hole News and Guide (307)733-2047 (Ben) [legals@jhnewsandguide.com](mailto:legals@jhnewsandguide.com) (10/26/11)  
*In by Friday and published following Wednesday. Weekly publication.*
  - Riverton Ranger (307)856-2244 (Kim) [legals@wyoming.com](mailto:legals@wyoming.com) Daily, except on Monday. (10/28/11)

Coordinate with External Affairs specialist to contact pertinent officials in the area (i.e. Governor, senator, representatives, congressman/woman, and tribal officials:

- Diane Katzenberger, EA (303)236-4578
- Kim Greenwood, IA (303)236-4575

**NOTE:** For hearing officer and court reporter, see if they are outside the government they should be members of Central Contractor Registration (CCR). If so, get their CCR (ACTIVE DUNS) number and see if they'll take credit cards.

**NOTE:** Check to see if you need a hearing impaired Interpreter.

**Hotel:** 10 rooms at Hampton Inn and Suites, 2500 N. Federal Blvd, Riverton WY/ (307)856-3500, \$77/ night,

[Karla.Borders@hilton.com](mailto:Karla.Borders@hilton.com)

**Meeting Room:** Robert A Peck Arts Center, Central Wyoming College, 2660 Peck Ave, Riverton, WY [lbutters@cwcc.edu](mailto:lbutters@cwcc.edu)

**Newspapers for Legal Notice** – Needs to be put into the paper 2 weeks prior to the public hearing and must be in the Federal Register first!

**Notify Local Police Department and FWS Law Enforcement about meeting:**

**LE:** Steve Oberhotzer (303)236-7893

Captain C.G. Smith Riverton P.D. (307)857-7609 Captain Eric Murphy Riverton P.D. (307)856-4891

**Other Contacts:**

**FWS:** Seth Willey (Denver) (720)251-9815/ Mike Jimenez (Jackson) (307)330-5631/ Scott Becker (Cody) (307)699-3411

David Skates (307)332-2159 ex 222

**Forest Service:** Scott Jackson (Missoula, MT) National Carnivore Program Leader (406)329-3664 and Nancy Warren (Denver) (303)275-5064

## **FYI**

**Legal notices** – prepare a FWS Form 3-2109 for each of the newspapers that you are going to run the legal notice in. The newspaper will send you a copy of the legal notice and the date that it ran in their paper. They will also submit an invoice. Keep these. Once you receive the invoices pay them over the phone with a credit card.

**Contact the meeting facility** – make sure it will accommodate the number of people you anticipate to attend the meeting.

Minimum equipment requirements are the following:

Set up style for XXX people

Registration table, and informational/ handout table outside the public hearing room for open house.

Main table, side table, and court reporters table inside for the public hearing.

Podium

3 Microphones

Screen

2 sign in sheets: 1 for testimonies and 1 just to listen to them

**Management or facilities/ events coordinator** - should give you the cost of the use of the facility and the use of their equipment in writing. Some facilities will give you a discount based on number attending or the fact that we're the Federal Government. Be sure to coordinate who's setting up the facility and tearing it down. *Do NOT wait until the last minute.*

**NOTE:** Let all employees who are going to be working at the hearing know the location of the facility, where the meeting room is and be sure to know what their role will be for the hearing. Their role is important to the court reporter and to the hearing officer.