

PEF Special Events Request Form

PEF Special Events is available to assist with all aspects of PEF events. We assist with contract negotiation, planning and logistics, online registration, housing and transportation arrangement, coordination with departments within PEF, as well as provide onsite help when needed.

RETURN TO SPECIALEVENTS@PEF.ORG (518) 785-1900

***** Meeting hours are 9:00am - 8:30pm*****

Meeting Title: _____

Date of Meeting: _____

Meeting Start Time: _____ Meeting End Time: _____

Meeting Requested by: _____

Meeting Lead/Authorized Representative: _____

Contact Information: _____

Is this meeting at PEF Headquarters: YES NO

Budget: _____

Anticipated Number of Attendees: _____

Meeting Will Have Virtual Attendees: YES NO

Meeting Requires ASL Interpreter: YES NO

Room Set Up: Hollow Square Classroom U-Shape Conference Room

MEETING COMMENTS:

FOOD AND BEVERAGE:

Breakfast Lunch Dinner Coffee/Tea Snacks

All Options Include Beverages

Number of Meals Needed: _____ Vegetarian Meals Needed: _____

Food Allergies: _____

FOOD COMMENTS:

HOTEL:

How many rooms are required? _____

Name of Hotel _____

Address of Hotel _____

Check In Date: _____ Check Out Date: _____

HOTEL COMMENTS:

Special Events will act as a liaison to the PEF Depts. that you would like to participate in your program.

Please indicate the departments that you need to attend & their role:

Department	Yes	Role of that dept.
Health & Safety		
Organizing		
Field Services		
Civil Service		
Contract Administration		
Legal		
Training & Education		
Facilities Management		
Communications		
Divisions		
Finance		

*Vendor requests require a mandatory 30-day advance notice. To request vendors from PEF Membership Benefits, please contact Stephanie McLean-Beathley at

Stephanie.McLean-Beathley@pef.org

*For Regional Events/Conferences: Contracts should not be signed until PEF Special Events and PEF Legal have reviewed. In addition, for Regional Conferences where Field Directors are present, you must coordinate with you applicable Field Director to confirm their availability.