



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 arrangements, coordination with departments within PEF and staff as well as provide onsite help when needed.

****Please note as of 3/1/2023 Special Events can only accommodate evening Zoom and in-person meetings on Mondays and Wednesdays (holidays not included).***

Authorized Representative/Title: _____

Contact Information: _____

Meeting requested by: _____.

1. **Is this meeting at PEF Headquarters:** Yes No
2. **What is your event budget:** _____
3. **Have you checked your budget with the PEF Divisions Dept.:** Yes No
4. **Date checked:** _____
5. **Has a deposit been made to the venue:** No Yes, amount: _____

Title/Date/Time of meeting or function: _____

Location/Venue: _____

Have you contacted the venue: Yes No

If yes, do you have a proposed contract: Yes No

*****Please provide a copy with this form*****

What type of meeting are you planning: Conference H&S Mtg. Council Mtg.

LM Mtg. Committee Mtg. Other _____

If you answered "other" please specify the type of event: Social Picnic

Dinner/Banquet Dance Contract Mtg. Training

Other: _____

How many attendees: _____

Room set up: Hollow Sq. Classroom U-Shape Conference Rm.

Who should be included on the invite:

SW Officers Regional Members Regional Coordinators

Other groups, please list _____

Audio Visual Requirements: Podium Microphone Laptop Projector Screen

Zoom WebEx Zoom/WebEx time and date: _____

Telephone conference line date/time _____

ASL Interpreter: date/time _____ For how many people _____

Please attach meeting materials so that the interpreter can review.

Do you plan on including any of the following items in your program:

Workshops Vendor Tables Guest Speakers Panel Discussions

Online registration: PayPal Option/for fees associated with the event

Overnight Room Block? Yes No

How many rooms: _____

Name & Address of Hotel (s): _____

Food & Beverage Request:

Location: _____

Breakfast Lunch Dinner Coffee/Tea Snacks

Number Meals Needed: _____ Number of Veggie Meals Needed: _____

Any Food Allergies: _____

Favorite Options: Continental breakfast w/coffee Hot breakfast w/coffee Pizza & Salad

Sandwich/Wraps/Salad/Chips Eggplant Parm Chicken Parm Ziti

**All options come with drinks*

*******Please provide tentative agenda along with this form*******

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

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

Department	Check for yes	Role of that dept.
Health & Safety		
Organizing		
Divisions/Finance		
Field Services		
Civil Service Enforcement/ Research		
Contract Administration Legal		
Membership Benefits		
Training & Education		
Facilities Management		
Communications		

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

**If you have any questions contact
PEF Special Events Department @
800-342-4306, ext. 343
or email SpecialEvents@pef.org**