

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 1/1/2024 Special Events can accommodate evening zoom and in-person meetings on Monday-Thursday's excluding holidays.*

******All meetings must end by 8:30pm******

*Authorized Representative Name/Title: _____

*Contact Information: _____

*Meeting Title: _____

*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. or Finance: Yes No
Date checked: _____
4. 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: _____

Anticipated number of attendees: _____

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

***Mandatory Information**

SWOOGO invite needed: Yes No

***Please note: If requesting a SWOOGO event invite,
a member from the Special Events Dept. will contact you for event details.***

Auto Visual Requirements: Podium Microphone Laptop Projector Screen

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 of 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 include beverages***

*******It is mandatory that you 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		
Training & Education		
Facilities Management		
Communications		

**To request vendors from the PEF Membership Benefits Dept. to attend your
event please contact Stephanie McLean-Beathley, MB Administrator at
SMcLeanBeathley@pef.org**

Type of Vendor	Mandatory 30 day advance request notice	Example of Vendor Hours
PEF MB Vendors	SMcLeanBeathley@pef.org	Fri: 5-7pm Sat: 8am-4:00pm
Outside Vendors	SMcLeanBeathley@pef.org	TBD

*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.

Comments:

***If a zoom or Webex is needed, please request the appropriate Special Events form from the Special Events Dept. thank you.**

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

OFFICE USE ONLY

Conf Rm. assigned _____

Food ordered/caterer _____

SWOOGO created _____

Dept. request contacted _____

Interpreter contacted _____

