



PEF Special Events Request Form

PEF Special Events is available to help with all aspects of large PEF events. We assist with contract negotiation, planning and logistics, online registration, housing and transportation arrangements, coordination with PEF Departments and staff, and provide onsite help when needed.

Please give us some preliminary details about your event below:

What type of event are you planning?	Conference H & S Meeting Council Meeting	LM Meeting Committee Meeting Other
If you answered "other" please specify the type of event Social Picnic Dinner/Banquet Dance		
What is your preferred start date?		What is your preferred end date?
Do you have a location or venue in mind?		
If you selected "yes" please provide additional information:		
Have you contacted a venue? If yes, do you have a proposed contract?		
What is your overall event budget? Please verify with Divisions.	Approximate number of attendees?	
Who is invited to attend? Statewide Officers Regional Members Regional Coordinators <input type="checkbox"/> Other Groups		
If "Other Groups" is selected, please list:		

Do you have a tentative agenda?		
Do you plan to include any of the following items in your program?	Workshops <input type="checkbox"/> Vendor Tables <input type="checkbox"/> Guest Speakers <input type="checkbox"/> Panel Discussions <input type="checkbox"/>	
Would you like us to set up an online registration for your event?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If "yes" are there any fees associated with your event that you want to include on the registration form (e.g., option for PayPal)? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Do you need an overnight room block reserved? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If "yes" approximately how many rooms?		
Special Events will act as liaison to the PEF Departments you would like to participate in your program. We will contact the departments and coordinate logistics on your behalf (e.g., A/V and room set-up requests).		
Please indicate the departments you need to attend and their role at your event:		
Department	Role	
Training & Education	<input type="checkbox"/>	
Health & Safety	<input type="checkbox"/>	
Organizing	<input type="checkbox"/>	
Divisions Finance	<input type="checkbox"/>	
Field Services	<input type="checkbox"/>	
Contract Administration	<input type="checkbox"/>	
Civil Service Enforcement/Research	<input type="checkbox"/>	
Legal	<input type="checkbox"/>	
Facilities Management	<input type="checkbox"/>	
Membership Benefits	<input type="checkbox"/>	
Communications	<input type="checkbox"/>	

After we receive your completed form, a member of the PEF Special Events team will contact you for further information.

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

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