

# Regional Office Meeting Request Form

Regional Committee Meetings (i.e., steward, civil service, PAC, or other Regional Coordinator committees), meetings requested by regional divisions (including divisions that have members in 3 or less regions), and staff that wish to hold meetings out of regional offices must use this form.

This form must be filled out and provided to the appropriate Field Administrators and Regional Directors at least **10 business days** prior to the scheduled meeting. In-person meetings are subject to staff availability on the date requested.

**\*\* If hosts wish to have staff attend (field rep, organizing, other PEF departments), host must reach out to those departments/employees to confirm their availability and attendance.**

Meeting host: \_\_\_\_\_ Email address: \_\_\_\_\_ Cell: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event time (**all meetings must conclude by 8:30 P.M.**) \_\_\_\_\_

Event Type:    ☐ Regional Committee: \_\_\_\_\_  
                  ☐ Division Meeting: \_\_\_\_\_  
                  ☐ Staff Request (explain): \_\_\_\_\_  
                  ☐ Other (explain): \_\_\_\_\_

<input type="checkbox"/> In Person
<input type="checkbox"/> Hybrid
<input type="checkbox"/> Zoom Only

If zoom, who will be host: Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**\*\* Secretary will turn over host responsibilities to person listed above after meeting is commenced.**

If hybrid/in-person, do you need catering? ☐ Yes ☐ No

Name of Restaurant: \_\_\_\_\_ Phone: \_\_\_\_\_

How many people? \_\_\_\_\_ Special Dietary Requests? \_\_\_\_\_

- Host must confirm food choices prior to ordering.
- If delivery is not available, host is responsible for planning to pick up food.
- Secretary can order food, but must refer order to host, Special Events (for RC) or Divisions for payment. Secretaries are not authorized to make payments or handle any money.

**\*\* Meeting host is responsible for clean-up\*\***

## RSVP/Communications

☐ Host will provide a list of attendees to Secretary for distribution of meeting information. Secretary will maintain RSVP list and provide to host 24 hours prior to meeting (or upon request at any time).

**\*\* If more than 25 attendees, meeting information must be sent through Communications department to avoid SPAM issues. Secretary will facilitate.**

☐ Host will forward zoom link/invite to attendees themselves.

Please forward form to the following staff:

- Regions 1-6, e-mail [Jesse.Johnson@pef.org](mailto:Jesse.Johnson@pef.org) and [Eric.Kwasniewski@pef.org](mailto:Eric.Kwasniewski@pef.org)
- Regions 7-9, email [Jennifer.Seamon@pef.org](mailto:Jennifer.Seamon@pef.org) and [Katherine.Vorwald@pef.org](mailto:Katherine.Vorwald@pef.org)
- Regions 10-12, e-mail [Auslyn.Benjamin@pef.org](mailto:Auslyn.Benjamin@pef.org) and [Ricardo.Cruz@pef.org](mailto:Ricardo.Cruz@pef.org)