PBS Meeting Request Form

Meeting Requestor Details

Name _____ Department _____ Cost Center _____

Email Address _____ Phone Number _____

Meeting Details

Name of Meeting _____ Number of People Attending _____

Date(s) Requested _____ Times Requested _____

PBS Meeting Room Requested _____

Have you contacted Administration about reserving the room? ☐ Yes ☐ No

Room Set Up Details

All Rooms

Do you need chairs around the perimeter of the room (in addition to those already in the room)? ☐ Yes ☐ No

If so, how many chairs? _____

Conference Center

For meetings scheduled in the conference center, please specify the desired set up for the room:

☐ Conference Style ☐ School room

☐ Hollow Square ☐ Theatre

☐ U Shape ☐ Rounds - Number of people per round? _____

Catering Details

Do you need catering for this event? ☐ Yes ☐ No

If so, what is your budget? _____

Please specify your catering needs:

☐ Beverages All Day/For Whole Meeting

- ☐ Coffee/Tea/Decaf
- ☐ Bottled Water
- ☐ Sodas
- ☐ Juice

☐ Breakfast

- ☐ Continental Breakfast

or

- ☐ Hot Breakfast

☐ Lunch

- ☐ Room Temperature Lunch

or

- ☐ Hot Lunch

☐ Snack

- ☐ Morning Snack
- ☐ Afternoon Snack

Any other needs/requests: _____

Sleeping Room Details

Do you need sleeping rooms for this event? ☐ Yes ☐ No

If so, for what nights? _____

How many rooms are needed per night? _____

***NOTE:** If the total number of nights is more than 10 rooms, Conference Services can help you with negotiating a hotel contract. If not, please call Sonja Johnson at extension 8464 for advice on reservations.

Will PBS be covering any of the sleeping room charges? ☐ Yes ☐ No

If so, what sleeping room charges is PBS covering? ☐ Room and tax only ☐ All charges

How will reservations be made? ☐ Individual call in ☐ Rooming List

***NOTE:** If reservations will be made by rooming list, you will need to manage the list. A recommended template for rooming lists is available on request.

Audio-Visual Details

Will A-V equipment be needed for this meeting? ☐ Yes ☐ No

What A-V equipment is needed?

☐ LCD & Screen

☐ Podium & microphone

☐ Wireless lavaliere microphone

☐ Wireless Handheld microphone

Number of microphones? _____

☐ Laptop

☐ Laptop Needed

Number of laptops? _____

☐ Laptop being brought

Type? _____(please note if Mac)

☐ Laptop audio required

☐ Internet connection

Number of connections? _____

☐ Speaker phone

☐ DVD

☐ VHS

☐ Other A-V _____

Does the meeting need to be recorded? ☐ Yes ☐ No

Will there be video that needs to be played? ☐ Yes ☐ No

Other Details

Will signs be needed? ☐ Yes ☐ No

If so, how many and where? _____

Will badges be needed? ☐ Yes ☐ No

PBS Meeting Requests – Additional Information

- Any questions can be directed to Sonja Johnson in Conference Services at extension 8464.
- PBS meeting room space:
  - Please contact Diane Gordon or Nikki Velasquez at extension 5333 to block a meeting room at PBS. They can check availability for you and reserve the room.
  - If a meeting is scheduled for the Conference Center on the 2nd floor, please advise what room set you would like:
    - Conference Style – large rectangular table around which all attendees sit
    - School room – rows of rectangular tables with 2-3 chairs at each
    - Hollow Square – tables in an open square around which all attendees sit
    - U Shape – tables on 3 sides around, which all attendees sit, with one end open
    - Theatre – chairs in rows, without tables
    - Rounds – round tables
      - Indicate the number of people per round (i.e., do you want full rounds of 10, crescent rounds of 6, etc.)
      - Please note that round tables must be rented.
- Sleeping Rooms
  - For groups requiring at least ten hotel rooms, Conference Services can check availability for you and negotiate the best price.
  - For groups requiring less than ten hotel rooms in total, PBS has negotiated corporate rates with the following hotels below (this information can also be found on Connect, Attend|Learn, PBS Meeting Information):
    - Marriott Crystal City
      - $279/night
      - (703) 412-5500
    - Crystal City Courtyard
      - $229/night
      - (703) 413-5500
    - Sheraton Crystal City
      - (703) 486-1111
      - July 1-August 31, 2010 $169/night
      - September 1-December 31, 2010 $239/night
    - Morrison House
      - (703) 838-8000
      - July 1-September 12, 2010 $189/night
      - September 13-November 17, 2010 $249/night
      - November 18-December 31, 2010 $189/night
      - For online bookings, please use SRP code PBS and corporate ID CRP12876. The Morrison House discount extends to other Kimpton Hotels via the Global Business rate of 10%-15% off the published best available rate. To reserve this rate online with a Kimpton Hotel, enter SRP code GBP and corporate ID GBP1234.
- Audio Visual Equipment
  - DVD and VHS playback require advance notice to Administration.