

P.E.O. EXECUTIVE OFFICE

MEETING GUIDE

Thank you for hosting your upcoming meeting at the P.E.O. Executive Office. The following materials will help us ensure we are able to set up your meeting in a way that best accommodates your needs. We have also included some helpful tips and hand-outs to distribute to your attendees.

POLICIES FOR USE OF THE P.E.O. CENTENNIAL CONFERENCE CENTER

The Centennial Conference Center Meeting Room shall be made available to members of the P.E.O. Sisterhood for Chapter, BIL, Reciprocity and Unaffiliate Events. The chapel may be used for Memorial Services for a deceased member.

Civic groups may use the Centennial Conference Center for selected events, such as board meetings, at the discretion of the chief executive officer (CEO). All arrangements for such meetings shall be made through the CEO, who will confirm with the functions coordinator.

The **west canopy entrance** marked “**Meeting Entrance**” shall be used, unless previous arrangements have been made. Cars shall be parked in the spaces provided at the rear of the building, keeping driveways clear at all times. Please inform your members and guests who are attending the function.

Please be certain a member of your group is able to be stationed at the door to let others into the building. Exterior doors to the P.E.O. Executive Office are to remain locked at all times.

For your information: In case of emergency, the telephone number for the Centennial Conference Center Meeting Room is (515) 255-3153 **ext. 3736**.

- No more than one meeting per day can be accommodated.
- Limited use of the kitchen downstairs is permitted; please request this at the time the meeting is scheduled. All food and drink, with the exception of bottled water, must be restricted to the lower level meeting room and kitchen. There shall be no liquor served. Food and beverage shall be confined to the lower level Meeting Room.
- Smoking is not allowed in the P.E.O. Executive Office and Centennial Conference Center.
- If a tour of the building is desired, please request this at the time you schedule your meeting.
- Meetings should be such that they do not cause disruption of the working offices of the P.E.O. Executive Office.
- The P.E.O. Sisterhood, its officers and staff members shall not be liable or responsible for the loss or destruction of any personal property left in the building.
- Hours available for schedule functions are: Monday through Friday 9 a.m. to 3 p.m.

In case of an emergency while at the P.E.O. Executive Office, call 9-911 immediately – (follow the instructions posted by the kitchen phone). Then dial Extension 3700 to inform the receptionist. She will notify the CEO of the situation.

If inclement weather occurs, the P.E.O. Executive Office will be closed and your meeting will need to be rescheduled. **Our policy is** if the Des Moines School District cancels school due to inclement weather our offices will also be closed. School closing information is broadcast on all local television stations.

Meeting Specifications Form

Primary Contact Name: _____ Primary Contact Phone: _____

Primary Contact Address: _____

Primary Contact Email: _____ Chapter Letters (if applicable): _____

Secondary Contact Name: _____ Secondary Contact Phone: _____

Secondary Contact Address: _____ Secondary Contact Email: _____

Date of Event: _____ Starting Time: _____ Ending Time: _____

Note: The P.E.O. Executive Office Meeting Spaces are only available Monday through Fridays 9:00 AM to 3:00 PM.

Approximately **how many people** will be attending? _____

Type of Event: P.E.O. Chapter Meeting Civic Group Board Meeting Lunch Reception Tour
 Other – Please specify: _____

Will anyone be arriving before the Starting Time? Yes No If Yes, what time: _____

Meeting Set-Up Requirements (See P.E.O. Executive Office Map for Locations):

- | | | |
|---|--|---|
| <input type="checkbox"/> Lower Level Meeting Room | <input type="checkbox"/> Kerr Lounge (Max Cap: 8) | <input type="checkbox"/> Centennial Conference Center |
| <input type="checkbox"/> Theatre | <input type="checkbox"/> Board Room | <input type="checkbox"/> Theatre |
| <input type="checkbox"/> Classroom | | |
| <input type="checkbox"/> Luncheon | <input type="checkbox"/> Additional Set-Up Requests: _____ | |
| <input type="checkbox"/> U-Shape | _____ | |
| <input type="checkbox"/> Hollow Square | _____ | |

Do you have any equipment requests?

- | | |
|---|--|
| <input type="checkbox"/> Podium & Microphone | <input type="checkbox"/> Serving Tables: Number Requested: _____ |
| <input type="checkbox"/> Screen | <input type="checkbox"/> Easel: Number Requested: _____ |
| <input type="checkbox"/> Presentation Package (Centennial Conference Center Only) | |

Equipment other than those listed above will be the responsibility of the meeting group.

If food is to be served, please provide your caterers' contact information?

Catering Company: _____ Catering Contact: _____

Catering Phone: _____ Catering Email: _____

What time will the catering/delivery service arrive? _____

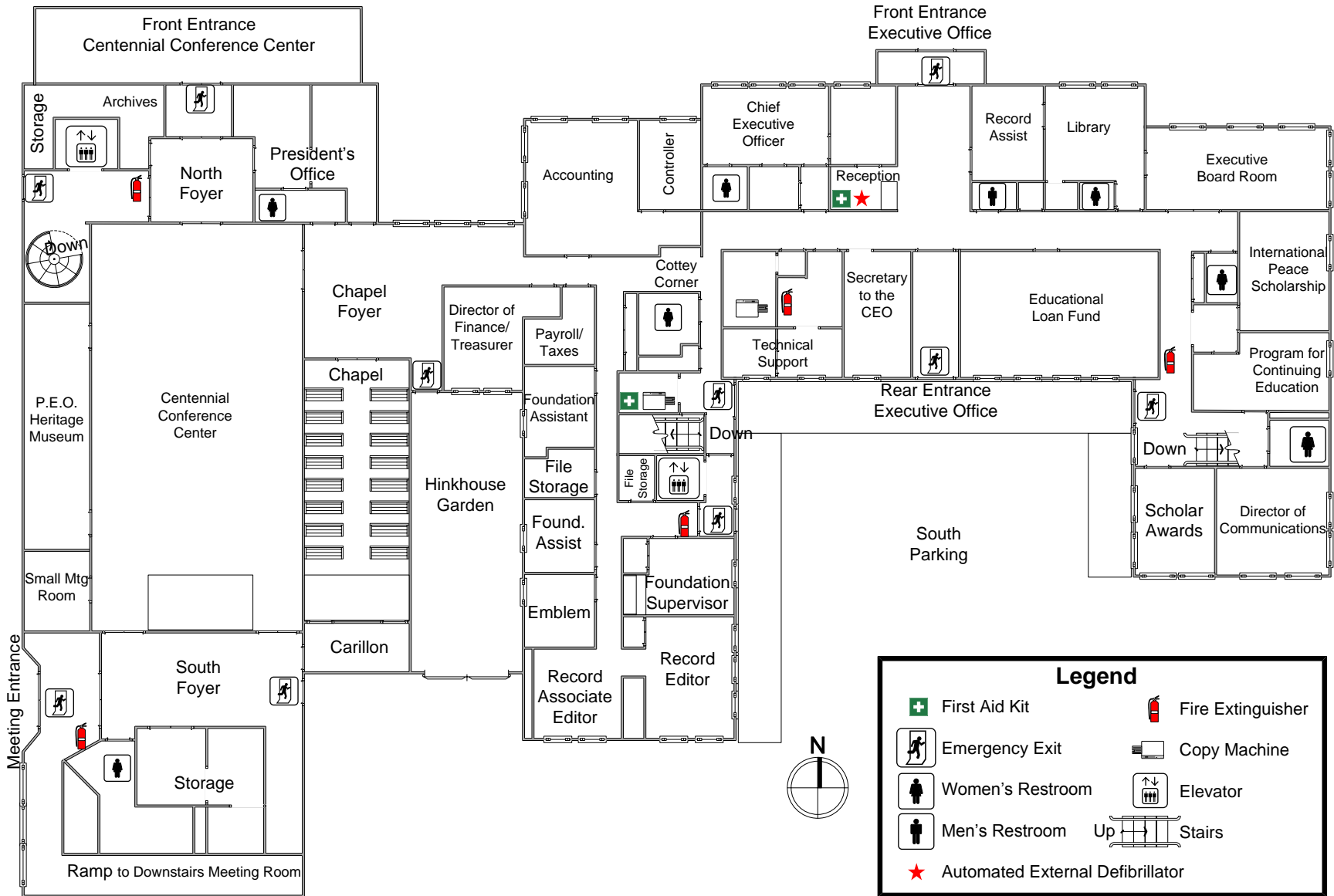
Do you require any serving items? Plates Bowls Utensils Napkins Cups

Other – Please specify: _____

Submit the completed form to Laurie Haeder at the P.E.O. Executive Office by email at lhaeder@peodsm.org or mail: P.E.O. Executive Office; Attn: Event Coordinator; 3700 Grand Avenue; Des Moines, IA 50312.

Completed form must be submitted at least 2 weeks prior to your event.

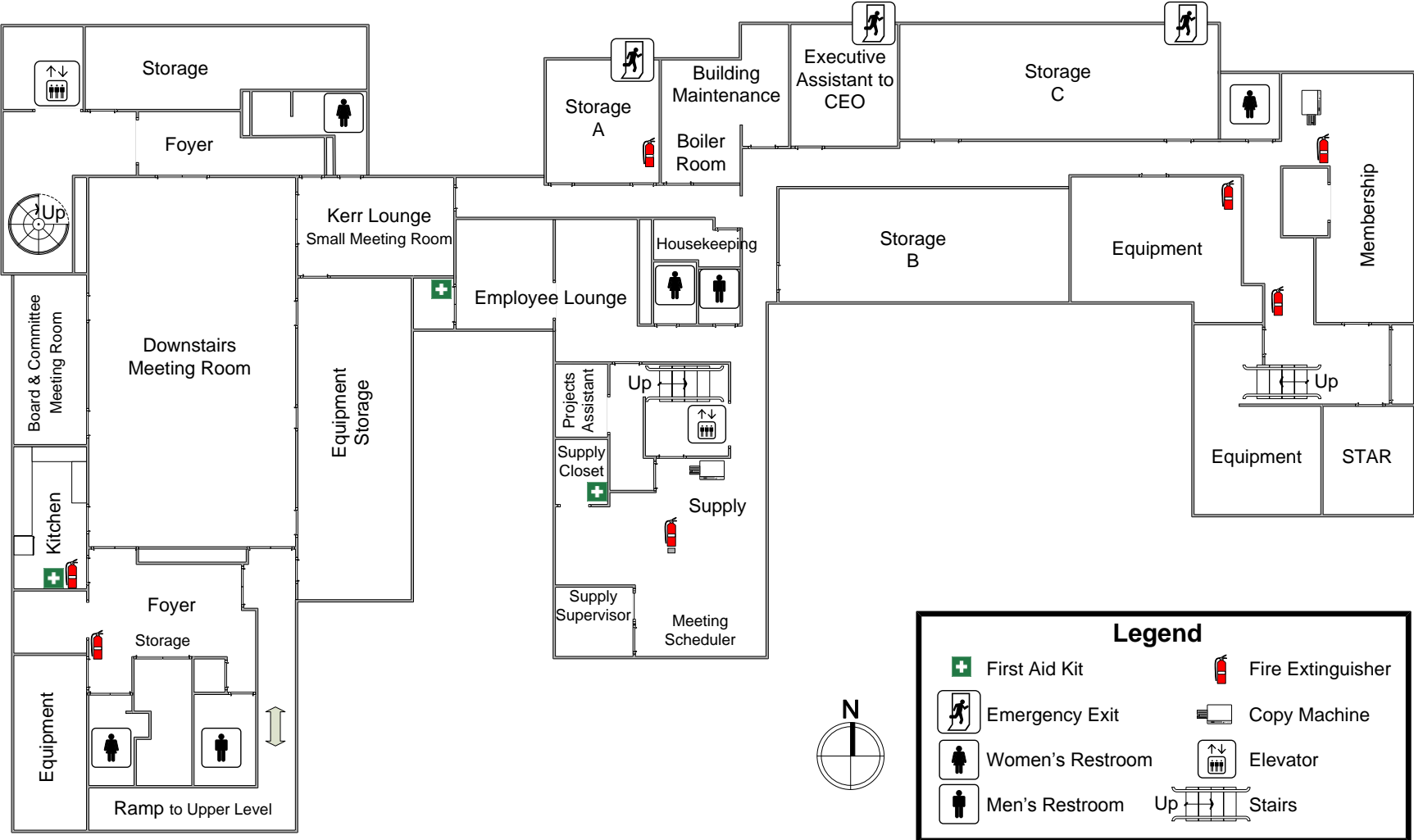
P.E.O. Executive Office Upper Level Floor Plan



Meetings Parkings

Exhibit D

P.E.O. Executive Office Lower Level Floor Plan



Helpful Tips for a Successful Meeting

Submit the Meeting Specifications Form to Laurie Haeder, Event Coordinator, at the P.E.O. Executive Office at least 2 weeks prior to your event date.

The Meeting Specifications Form can be submitted by email to lhaeder@peodsm.org or mail to:

P.E.O. Executive Office
Attn: Event Coordinator
3700 Grand Avenue
Des Moines, IA 50312

If you have questions about your event, please contact Laurie at 515-255-3153, ext. 3751.

If you wish to have a tour of the P.E.O. Executive Office, you must submit your request in advance. P.E.O. has official tour guides for the P.E.O. Executive Office. To ensure one is available on your event date, tours must be reserved in advance.

Attendees and all deliveries must be directed to the Meeting Entrance on the West Side of the building.

If anyone involved with your event is scheduled to arrive early, you must notify Laurie of their arrival time. The P.E.O. Executive Office is a secured building. The Meeting Entrance is only opened when an event is scheduled. To ensure someone is available to meet your attendee, we must know their approximate arrival time.

For catering and other deliveries, a member of your meeting must monitor the Meeting Entrance door to allow them admittance to the building. At no time is the Meeting Entrance door to be propped open.

When on-site, key personnel are:

Laurie Haeder, Event Coordinator – Ext. 3751
Laurie is your primary contact should any adjustments be needed on-site.

Jackie Matt, Executive Director – Ext. 3701
In the event of a problem or accident, including medical emergencies, the Executive Director must be notified immediately.

Rebecca Bruce, Convention & Special Events Manager – Ext. 3710
If Laurie is scheduled to be out of the office on your event date, Rebecca will be able to assist you.

Jolene McKenzie, Environmental Services – Ext. 3734

Lynn Gilliland, Building Maintenance – Ext. 3735

Suggested Meeting Attendees Handout

Our upcoming meeting will be held at the P.E.O. Executive Office.

The address is 3700 Grand Avenue, Des Moines, IA 50312.

Our meeting is starting at _____. Please do not arrive more than 15 minutes before our designated start time. If you need to arrive earlier, let _____ know what time so they can notify the P.E.O. Executive Office that you will be arriving before our start time and unlock the door for you.

Parking

All attendees are to park behind the building in the parking lot by the west canopy entrance.

Food & Beverage

All food & beverage is to be served in the lower level meeting room. Food is not allowed in the Centennial Conference Center or the working offices of the building.

Inclement Weather

If there is bad winter weather resulting in the closing of Des Moines Schools, the P.E.O. Executive Office will be closed and our meeting will need to be rescheduled or cancelled.