

**P.E.O. 2019 Convention
ARRANGEMENTS FORM OVERVIEW**

Hello!

You are receiving this mailing since, according to our records, you are involved in at least one portion of the 2019 May P.E.O. Convention requiring you to outline your room set-up.

We have included in this mailing a link to our Arrangements Form. Working within a hotel setting requires a slight variation from past conventions. We are contractually committed to not varying the main room set-ups. Your focus needs to be on your individual needs as the Board, presenter, skit leader, etc. The pre-set room layouts are listed below. Please look at the room you will be in and tell us about your needs in terms of A/V, podium, etc. When you open the link at the bottom of this letter, you will be taken to a Survey Monkey electronic form. Please complete the form and return NO LATER than **February 15, 2019**.

We need TWO copies of any electronic media you will be using for your presentation. Media is due NO LATER than **March 29, 2019**.

Media needs to be mailed to:

Peg Supernault
Arrangements Chairperson
P.O. Box 2071
Indian River, MI 49749

Questions should also be addressed to her: home 231-238-8029, cell: 810-441-7587 or via email: msupernault@hotmail.com.

GOVERNORS' HALL A, B, C, D

- All meals
- Centennial dinner and program
- Honors luncheon and program
- Projects dinner and program

Room will be pre-set with a stage with steps on each side

*NOTE: that all 6' tables on the stage will have black tablecloths (no choice) so, if you have something colorful to add...the choice is yours.

Round banquet tables seating 10 sisters each

Piano

GOVERNORS' HALL E, F

- Rehearsals
- State delegate meeting
- Page and guard training
- All business meetings
- Celebration of Life

Room will be pre-set with a stage with steps on each side

*NOTE: that all 6' tables on the stage will have black tablecloths (no choice) so, if you have something colorful to add...the choice is yours.

200 chairs at classroom tables in the front rows for delegates

300 chairs towards the back

Piano

TOWER BALLROOM A, B, C

- Convention hostess meetings
- Workshops

*NOTE: 15 minutes is allowed between sessions for presenters to move, attendees will not be changing workshop rooms.

- Board buddy meetings (utilizing front and back of room for different groups)

The Tower Ballroom will always be divided into three separate rooms. Each section is 30 x 51 and holds approximately 150 chairs.

Head table (6' x 30") *NOTE: that all 6' tables will have black tablecloths (no choice) so, if you have something colorful to add...the choice is yours.

Approximately 150 chairs in rows (per room)

PENINSULA A

36 X 26

-Hospitality

6' tables will have black drapes, rounds will have white tablecloths

PENINSULA B

28 x 18 room

-Centennial Room

6' tables will have black drapes

PENINSULA C

28 x 18

-Staff Room and storage

MACKINAC A

36 x 33

-Projects

6' tables with have black drapes

MACKINAC B – will be locked access

29 x 18

-Store

MACKINAC C – will be locked access

29 x 18

-Registration Storage