

National Board Meeting Requirements

- Clean double-room accommodations for 23 - 18 PNB members, ED, CFO, GC and 2 Pacifica technical staff (eliminate ED, GC and CFO when meeting in Berkeley and eliminate technical staff when meeting in New York). Guest List to be provided to the Hotel for double rooms (Check-in: Thursday, Check-out: Sunday)
- Meeting Room Facility - Open Session. Minimum of 750 sq feet (usually room is 900-1100 square feet). U-shape for 25 people with 50-75 theatre seats and space for mixing board area and breakfast buffet. Electricity sufficient for powered mixing board and a dozen microphones. Preferably a pull-down screen. Wired high-speed internet connection. Preferably Wi-Fi access as well. Setup at or before 6PM (negotiable) on the Thursday before the meeting. Room must be "locked-out" by Pacifica from Thursday night until breakdown time on Sunday.
- Meeting Room Facility - Executive Session. U-shape for 25 people and space for mixing board area and breakfast buffet. Electricity sufficient for powered mixing board and a dozen microphones. Preferably a pull-down screen. Wired high-speed internet connection. Preferably Wi-Fi access as well. Setup at or before 6PM (negotiable) on the Thursday before the meeting. Room must be "locked-out" by Pacifica from Thursday night until breakdown time on Sunday.
- Provision of AM coffee, tea and juice and munchies (danishes, yogurt, fruit, etc).
- Location needs to be accessible by public transit and safe enough for early PM public comment. If meals are not provided, there should be a selection of restaurants within a mile of the facility so PNB members can acquire food in a reasonable period of time during meeting breaks.
- Sound system and microphones provided by Pacifica.
- 6-7 local volunteers available for airport transportation before and on the conclusion of the meeting.
- All facilities must be fully disabled and wheelchair-accessible.
- Friday or Saturday Host Night - Collaborate with Station GM or contact for scheduling station tour and dinner reception.
- Please keep copy appropriate National Office Staff in the loop re: hotel contracts and meeting set-up. Also, please send a copy of the hotel guest list for reference. These items should be emailed to:
Lynn Magno (lynnm@pacifica.org)
LaVarn Williams (lavarn@pacifica.org)
Chris Neira (christine@pacifica.org)