

## PGA MORNING COUNCIL MIXER PROCEDURES

### 1. SET DATE / DISCUSS DUTIES

- Discuss date with NMC & PC co-hosts
- Email Kyle with proposed date / set date on PGA calendar
- Discuss duties with your co-hosts
- Please note: we are no longer able to keep the garage doors open after hours or during the weekends. You will be given the office key and garage key card to allow attendees to park in the garage. Details below.

### 2. EMAIL BLAST (2 ½ weeks out)

- Revise date on the *INVITATION* document .
- Email updated *INVITATION* to Kyle with a request to set up RSVP links (one for each council, 10 person max). She will include a blurb in the newsletter and will send a dedicated email blast later in the week for the event if registration is low.

### 3. PREP (1 week out)

- Arrange with Meera when you can pick up key and garage/elevator badge (important!!!)

### 4. CONFIRMATIONS SENT TO REGISTRANTS (5 days out)

- Kyle will send a CONFIRMATION to the registrants

### 5. REMINDER / CONTACT LIST (3 days out)

- Ask Kyle for list of registrants
- Update REMINDER with correct information (below) and send to the RSVP list (The "From" should be your email address and the attendee emails should all be in the BCC line)
- Update the CONTACT LIST document with those that have replied

### 6. DAY BEFORE

- Email Kyle to confirm Supreme Bean/Joe to Go order
- Kyle will leave "How to Join a Committee" slips, PGA name tags on the front desk & provide Sharpies
- Email Meera or Kyle the updated CONTACT LIST to ask them to print 32 copies (or # needed) and leave in the conference room for you

### 7. DAY OF

- (Contact Kyle on her cell if you have any issues: 310 927-5206)
- Arrive at 8:30am to meet Supreme Bean/Joe to Go and set up room. If they get there early, they usually park in the loading zone on Le Doux right beside the building. When you arrive, let them know you're here. He will bring in the food using the front door of the building.
  - A volunteer needs to stay downstairs with the card key opening the garage doors for the arriving attendees. Regular cars should park in the garage on basement level, which is the furthest right gate (when you're facing the garages). SUVs must park in the mezzanine/middle garage (this is due to height limitations)
  - **NOTE: There is a chance that the elevator will not take folks down to the basement garage after the event– it should, but the computer sometimes locks the elevators. Make sure that people can get into the basement garage before you leave.**
  - Clean up – Please store in ziplock baggies any extra food/cream cheese/juices/milk and put it all in the refrigerator in the kitchenette in the back of the office suite. **Do not leave any food out.** Make sure all trash is in cans. Joe's Coffee will pick up their urns and trays on Monday. **Trash bags are under sink in kitchen if you need them.**
  - Leave key and garage/elevator badge on front desk. This might mean that you need to help people down to their cars and then come back up and leave the keys/card.
  - Lock the door on the way out. To lock the door without the key, just turn the silver lever/lock a quarter turn before closing the door behind you. That will lock the door.

### 8. WRAP

- Update (if necessary) the Contact List with those who attended and email to Megan. I will send a "thank you/survey". If you get any feedback directly, would love to hear it!

Contacts: Megan Mascena: [megan.mascena@gmail.com](mailto:megan.mascena@gmail.com) (questions about the procedures or the event)

Kyle Katz: [kyle@producersguild.org](mailto:kyle@producersguild.org) (dates, email blasts, RSVP links, RSVP list)

Meera Jogani: [meera@producersguild.org](mailto:meera@producersguild.org) (building details)

Hello,

You are on the list to attend the PGA Morning Council Mixer on [DATE].

This month's mixer will \_\_\_\_ [TOPIC] \_\_\_\_\_ with guest co-host \_[NAME]\_\_\_\_\_.

**Location:**

Producers Guild  
8530 Wilshire Blvd. Suite 400  
Beverly Hills, CA 90211

\*\* There is construction at Wilshire and La Cienega. Please make sure that you leave enough time.\*\*

**Parking:**

Parking is under the PGA offices or on the street.  
There is limited access to the building on Saturday. Gates for the parking structure will be open from 8:45am to 9:15am ONLY.  
Please plan to arrive during that time or you will NOT have access to the building.

**MCM Contact Handout:**

We will be putting together a contact list of confirmed attendees for distribution at the mixer. Please fill out the 4 questions by 2pm Friday, [DATE]. <https://goo.gl/forms/MUYITql16umQXuss1>

**Schedule:**

8:45am – 9:00am - arrival  
9:00am – 9:15am – light continental breakfast  
9:15am – 10:30am – introductions / open discussion  
10:30am – 11:00am – break off for individual networking

**Cancellation**

Please contact the hosts if you need to cancel your reservation. This is a small networking event, we want to make sure all seats are filled.

Best~

HOST 1 & HOST 1  
Email address/Phone Number  
Email address/Phone Number

[ADD CO-HOST GUEST BIO IF AVAIL]