



Meeting Planner

Committee: _____ Code: _____

Meeting Date(s) _____ and Time: _____ City/Town _____

Purpose of meeting(s): _____

Union Leave

☐ Pick up ☐ Mail to: _____ ☐ Fax to: _____

Name	Employer/Department	Date(s)	#Hrs/Day Requested	Scheduled Shift for date of request	Office Use Only UL #
E.g.: John Doe		Feb. 21 – 23/10	8	8 to 5	

Meeting Requirements

Meeting Notice: ☐ Yes ☐ No

Meeting Room: ☐ Yes Meeting Room Preference _____

☐ Meeting Room Already Booked by _____

Lunch: ☐ Yes ☐ No _____(specify vendor and menu items)

Need to order lunches for _____(put dates that lunches are needed)

Total Number of members attending meeting: _____members + _____ staff = _____

Accommodations SPECIFY HOTEL

Hotel Name: _____

Code: _____

Name	Room Share	Confirmation #	S	NS	Night(s) of
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	
			<input type="checkbox"/>	<input type="checkbox"/>	

Requested by: _____

Date: _____

Approved by: _____

Date: _____

Chair/Authorized Signature

Approved by: _____

Date: _____

President/Treasurer/DMS

Please note the following SGEU Policies:

When meetings are planned and you require hotel accommodations, you are responsible for your room until check out time.

If a member smokes in a non-smoking room and SGEU gets billed for the clean-up fee, the member will get billed for the fee and be responsible for the charges.

Members are responsible for cancellation of the room or to notify SGEU with *sufficient notice* in order for staff to cancel the room without penalties

The hotel should only be notified that you will not be in attendance when not sharing a room. The room will still be used by the other occupant.

If the rooms are not used or cancelled by the member, the member is responsible for the cost of the room.

The SGEU Travel Policy is to be adhered to and members are required to “car pool” where possible, unless alternate arrangements are approved by the SGEU President.

SGEU’s Provincial Council has endorsed a “Scent Free” Policy to ensure a safe and healthy environment for staff and members. Scented products often contain chemicals that are harmful to individuals with allergies, respiratory problems and other health conditions. Please do not wear scented products to SGEU offices, meetings or other union-sponsored events.