



# Palm Beach County LEAGUE of CITIES, Inc.

## Palm Beach County League of Cities Board & General Membership Meetings Host Task List

Thank you for your interest in hosting the Palm Beach County League of Cities. Our meetings are held the 4<sup>th</sup> Wednesday of each month. Board meetings are from 10:00 a.m. to 11:30 a.m., and General Membership meetings are from 11:30 a.m. to 1:30 p.m.

### **What we will need for a successful Board Meeting:**

- Separate room from General Membership meeting (*preferred*)
- Coffee/tea, water
- Seating for 30 people, in a square, plus seating for 15 – 20 guests

### **What we will need for a successful General Membership meeting:**

- Seating and lunch for a minimum of 120 people
- Head table for six, with microphones
- Podium with a microphone
- U.S. and Florida Flags
- Two long table at entrance for sign-in
- AV/Technical Equipment: laptop/projector/screen for PowerPoint (*if needed*)
- Ample parking

Lunch is served at 11:30 (double line buffet preferred). Between 11:30 and 12:00 p.m., attendees will network, get their lunches, and find their seats. The meeting will start at noon.

Generally, the Mayor or other City official, or Director of the business/organization, provides an official welcome and introduction of city officials/staff. This is a great opportunity to showcase your city/organization and its successes to your municipal peers, with brief comments or highlights of interest to all members.

Please call Kristen Puhalainen if you have questions or need additional information on special set-up requirements or venue layout.

[www.leagueofcities.org](http://www.leagueofcities.org)

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