

## How to Schedule a Meeting in the Clubhouse

1. Check On-Line Calendar for date and time availability. Try not to schedule your meeting when it will conflict with other meetings beings held concurrently.
2. Determine size of room you need for number of people attending. If you need privacy, the Card Room may be available, but space is limited.
3. Once you find your spot, call the person who can reserve the room for you, currently Joy Stalnaker. She will need the following information:
  - Name and phone number.
  - What you are reserving the room for.
  - Which room or area you are wanting to reserve.
  - When do you want to use the room.
  - How long do you need the room.
  - Do you need a microphone.
  - Additional information that is needed: A description of the event.
  - You are responsible for coordinating any special equipment and room setup prior to the meeting.

Here are the ways to contact Joy:

Voice mail: 541 343-8283

Text message: 541 343-8283

E-mail: [joy-jan@pacinfo.com](mailto:joy-jan@pacinfo.com)

If you are leaving a message, please give the above information. And if you're canceling a meeting, please say what the event is as well as when it was scheduled.