

Oklahoma City Chapter



Reservations Policy

Before registering for events, read the PRSA Reservations Policy. As busy PR professionals, we know that a day can get hectic or open up with a minute's notice. We understand. We've been there. Please keep our RSVP and cancellation policies in mind when considering your attendance. If you have placed a reservation and not cancelled it by the posted RSVP deadline you are responsible for the cost of your reservation.

Reservations

Because our meals are not provided by an onsite caterer, advance reservations are required. The caterer provides only the number of meals we order. Therefore, we cannot guarantee space for walk-ins or for reservations made less than three business days prior to an event. We want to be able to include as many professionals as possible.

Late Registrations/Walk Ins

Due to our catering arrangement, late registrations and walk in attendees will not be guaranteed a meal. If the RSVP deadline has passed, contact the president-elect to be placed on the meeting waiting list. Walk in attendees may be asked to wait for a seat to become available.

Cancellations

Once we place the guarantee we cannot lower our count. We are billed for all meals we order at the time of our deadline whether we end up using them or not. We cannot cancel a reservation received within three days of an event.

If you have placed a reservation and have not cancelled it by the deadline, you are responsible for the cost of your reservation. You are welcome to send someone else in your place.

Refunds for PrePays

If no one fills your registration, pre paid registrations that are cancelled after the deadline will not be refunded or transferred to another meeting.

Invoices

PRSA members may elect to be invoiced for an event. Please pay invoices promptly. Members running a balance without making arrangements with the PRSA OKC treasurer will not be able to make reservations until the obligation is met.

Guest Policy

We welcome guests to our events. As of May 1, 2011, guests must prepay for meetings or make arrangements with the PRSA OKC treasurer.

Please contact the President-Elect with questions at president-elect@prsaokc.org.