

Location:	Washington DC		
Lodging Location:	Hotel Zena 1155 14th Street NW Washington, DC, 20005 USA		Pool is located on the rooftop. Hours are 8am-6:30pm
FAQ's	here		
Retreat Planning Team:			
Alison Garber	Primary Planner		Reach out to Alison with general questions.
Diana Underwood	Overseeing Retreat Planning		Diana is overseeing the planning of the retreat.
Sandy Vandeven	Support Planner		Reach out to Alison with general questions.
General notes:			
- Attendance is optional but highly encouraged. We can't wait to see you!			
- PCO will cover travel expenses, accommodations, and meals for this retreat.			
- This retreat will focus on spending activity-based quality time with each other. Activities will consist of a service project, group activity, and group meals.			
COVID precautions:			
- Masks in accordance with local requirements and/or at employee discretion			
Travel / Lodging			
- Each staff member will have their own hotel room			
- Team members within driving distance may carpool or travel separately depending on their comfort level			
- Out-of-state travel will be worked out on a 1:1 basis			
- DC airports include: Ronald Regan (DCA), Baltimore/Washington Internationa (BWI), and Dulles (IAD)			
- Link to Metro map			
Quick Reference Section			
TBD			
Family Friendly			
- all activities			
PCO travel agent info			
If you prefer to have PCO book your flight, then please reach out to our assigned travel agent (Jan Hurvitz: (814)238-4987 ext. 125/(800)255-2140; jan@cftrav.agencymail.com or jhurvitz1@aol.com)			

Tuesday 7/11/2023 - Travel Day						
Time	Activity	Location	Transportation	In Attendance	Notes	What to Pack/Bring
Travel day						
Lodging Location:	Hotel Info	Hotel Zena 1155 14th Street NW Washington, DC, 20005			https://www.viceroyhotelsandresorts.com/zena	Pool is located on the rooftop. Hours are 8am-6:30pm
10-3:30pm	Check-in Table	In Hotel Lobby		Staff, Family, Board	Please stop by the check-in table, where a PCO staff member will go over the hotel check-in process, answer questions, and offer a warm welcome.	Parking: The hotel has valet parking available. PCO will cover all parking costs connected to your room. Please let the front desk know if you are parking a car.
5:00 PM	Dinner	At Hotel		Staff, Family, Board	Dinner will be hosted in the Belmont Room (rooftop). This is a buffet style meal with special diet options for all.	Casual buffet dinner on the rooftop of the hotel
~7:00 + PM	Free time				Unstructured time	Bring your own board games, exploring the area, etc
Wednesday, 7/12						
Time	Activity	Location	Transportation	In Attendance	Notes	What to Pack/Bring
Morning	Breakfast	At Hotel Restaurant		Staff, Family	Please provide your room number at the hotel restaurant (Figleaf) for a free breakfast. We are anticipating \$20/person for daily breakfast, charged back to the room. Staff and accompanying family members can charge their breakfast back to the room. Figleaf Bar & Lounge is open for Breakfast from 6:30 AM - 11:00 AM. Menu Link .	
8:30 AM	Pick Up	Front of hotel	Reston Limousine	Staff, Family, Board		Water Bottle, bug spray, hat, sunscreen, sturdy shoes, and rugged clothes.
9:00AM-11:30AM	Volunteer activity	Dreaming Out Loud Kelly Miller Farm 301 49th St NE, Washington, DC 20019		Staff, Family, Board	Tour, harvesting & planting	Water Bottle, bug spray, hat, sunscreen, sturdy shoes, and rugged clothes.
11:30am/NOON	catered lunch	Dreaming Out Loud Kelly Miller Farm 301 49th St NE, Washington, DC 20019		Staff, Family, Board	Enjoy a catered lunch created by the Dreaming Out Loud catering team. Connection time with PCO, Board, and Dreaming Out Loud staff FAMILY FRIENDLY!	
1:00 PM	Pick Up	Dreaming Out Loud Kelly Miller Farm 301 49th St NE, Washington, DC 20019	Reston Limousine	Staff, Family, Board		Water Bottle, bug spray, hat, sunscreen, sturdy shoes, and rugged clothes.
1:30 PM	PCO nature walk lead by Gabrielle!!	Kenilworth Park and Aquatic Gardens		Staff, Family, Board, NOP	Let's explore and learn more about the park through Gabrielle's knowledge about this beautiful space. FAMILY FRIENDLY!	Water Bottle, bug spray, hat, sunscreen, sturdy shoes, and rugged clothes.
3:30 PM	Pick Up	Kenilworth Park and Aquatic Gardens		Staff, Family, Board		
BREAK						
5:30 PM	Pick Up	Front of Hotel	Reston Limousine	Staff, Family, Board		Casual dinner attire
6:00pm-8:30pm	Dinner	Big Bear 1700 1st Street NW Washington, DC 20001		Staff, Family, Board, NOP	Enjoy a casual dinner of wood-fired pizza, appetizers, and an open bar of natural beers/wine. Mingle with staff, staff family, Board, and members of the NOP.	Casual dinner
8:30 PM	Pick Up	Big Bear	Reston Limousine	Staff, Family, Board		
Thursday 7/13/2023 - Travel Day						
Time	Activity	Location	Transportation	In Attendance	Notes	What to Pack/Bring
Morning	Breakfast	At Hotel Restaurant		Staff, Family, Board	Please provide your room number at the hotel restaurant for a free breakfast. We are anticipating \$20/person for daily breakfast, charged back to the room.	Travel Day! Thank you for your presence during this retreat!

Office Closure Plan				
- The office will be closed in terms of client services (but there will be a plan for client emergencies).				
- Since team members not attending the retreat are still able to work, they can do so or take PTO if needed.				
Communication Method	Target Audience	Date	Who	Messaging
Enews	Electronic	6/14, 7/8	Alison	sample below
Phone recording	Electronic & Postal	7/5	Angela	The PCO office will be closed July 11-July 13, please reach out to us prior to those dates with any certification needs. We'll reopen for regular hours on Friday, July 14th.
Postcard	Postal	6/13	Alison	Same language as e-news
Inspector List-serve	Inspectors	6/26, 7/10	Corinne	The inspections team will reach out to the inspector listserv
Email signature	Electronic	7/3	ALL Staff	Add the following to your email signature "The PCO office will be closed July 11-July 13, please reach out to us prior to those dates with any certification needs. We'll reopen for regular hours on Friday, July 14th."
Email out of office	Electronic	7/10 - 7/13	ALL Staff	Add an out of office email response "Thank you for your email. The PCO office is closed from July 11-July 13 for an all staff retreat. If this is an urgent matter, please call the PCO office (814-422-0251) and follow the prompts for certification / materials related emergencies. Otherwise, I will reply to your email as soon as possible upon my return on Friday, July 14th."
Phone recording	Electronic & Postal	7/10 - 7/13	Angela	Update recording to state we are closed and list extensions for emergency contacts below:
Emergency contacts				
	Dates Available			
Diana K?		all?		
Hector x 284	7/13 only	materials support		
Cathy	7/11-7/13	Certification & Inspections support confirmed		
Dara		Certification support		
* note: Lou, Tanay, Jordon, Shawnee, Hank, Heather, Caitlan, Angela will be available but wont be listed as emergency contacts				
E news communication				
<i>The PCO office will be closed for an all-staff retreat from July 11th through July 13.</i>				
<i>The PCO Team is gathering for an all staff in person gathering and the office will be closed July 11-13. We recruit experienced staff from all over the country and we have staff from Maine to Oregon to Florida. During the month of July, we are taking some much needed time to gather and reflect as a full staff - cultivating our relationships to each other and the work we do together. Our offices will be closed these three days while the staff travel and convene for this retreat in Washington D.C. While we will have emergency help available by phone, please proactively reach out to us if you foresee having specific needs during this time that we should be prepared to address.</i>				
<i>During this time, please expect that most staff will be unavailable and communications will be delayed. We will be unable to accommodate Expedited or Rush Review timelines for items submitted between July 10 and July 17. However, we assure you that all submissions received during this period will receive prompt attention upon our return, and review deadlines will be set accordingly.</i>				
<i>We recognize that inspections will still be taking place during the week of July 10th through July 14th, so we will be monitoring the inspections@paorganic.org email for urgent inspection-related issues. Staff availability and access to email will be limited so response time may be slower than usual. We ask that you hold inspection-related questions that are not urgent until the week of July 24.</i>				
<i>If you have an urgent or emergency certification related matter, please call the PCO office at 814-422-0251 and follow the prompts for urgent matters.</i>				
<i>Thank you for your patience and understanding.</i>				