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Houston, TX 77002
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Assistant to the Bishop's Office Memo

TO: TAC 2011 Meal Planners DATE: November 1, 2009
FROM: Jan Ervin RE: Annual Conference Meals

Annual Conference 2011 will be held at The George R. Brown Convention Center with the Hotel Americas serving as our host hotel. Due to the change of venue we must have all of our pre-planning for meals completed prior to our conference in 2010. The following information is being provided to assist you in planning meals and special events to be held in conjunction with conference. Conference will begin with the Worship Service on Sunday evening (May 29, 2011) and end at noon on Wednesday (June 1, 2011).

There are a large number of fine restaurants in the downtown area, which you are welcome to use for your meetings and/or meals. If you choose to use either The George R. Brown Convention Center or the Hotel Americas here are your instructions. Submit your meal form to Jan Ervin at the United Methodist Service Center, we will schedule your meal on our calendar and let you know that you have been approved. We will then let either the George R. Brown or the Hotel Americas know that you will be calling to plan a meal with them. You can not plan your meal with either venue until you have been approved on our schedule.

- The George R. Brown Convention Center, Shannon Vrba, (713) 853-8295
(Note: Your meal must be approved before you call the GRB)
- Hotel Americas, Jessie Morrison, (713) 577-6028
(Note: Your meal must be approved before you call the Hotel Americas)

Below you will find the procedures and forms for submission to the conference office once your final arrangements have been made. You must submit these forms to our office before May 1st, 2010.

We look forward to a great Annual Conference 2011.



Annual Conference 2011
Texas Annual Conference
The Woodlands United Methodist Church
May 29 – June 1, 2011

Meal Planning Information

- Send your completed form to the Assistant to the Bishop's Office to assure that your event is approved for scheduling at the Texas Annual Conference 2011.
- If you have chosen the George R. Brown Convention Center or the Hotel Americas, the Assistant to the Bishop's Office will provide notification to that facility that you have been approved. You will not be able to make arrangements at either venue until an approval has been given and they have been notified. After approval has been given to either venue, you may contact Shannon Vrba at The George R. Brown Convention Center, (713) 853-8295 or Jessie Morrison at the Hotel Americas, (713) 577-6028, to make arrangements for menus, schedules, locations, costs and payments.
- If you have chosen a restaurant or facility in the downtown Houston area other than the two listed above, please fill out the meal planning form and submit it to Jan Ervin in the Assistant to the Bishop's office, so that you can be included on the Event List on our website and in the pre-conference journal.
- Please make sure you give accurate information as this will be included on our website (txcumc.org) and in the pre-conference journal.
- All fees will be paid directly to the facility you are working with. Do not send any monies to the Texas Annual Conference.

If you have any questions, please contact us for assistance.

Rev. Rick Goodrich, Assistant to the Bishop, rgoodrich@txcumc.org
Jan Ervin, Administrative Assistant, jervin@txcumc.org
5215 Main Street
Houston, TX 77002
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Meal Reservation Confirmation Form Annual Conference 2011

Assistant to the Bishop's Office
5215 Main
Houston, TX 77002
713/521-9383

Group/Event Name: _____

Contact Person: _____

Mailing Address: _____

Phone #: _____ Cell #: _____

E-Mail Address: _____

Day of Week, Date & Time: _____
(**You must provide** beginning time for set-up, exact time meal is to be served and ending time of the event for scheduling purposes)

Type of Event: Meal Only Meal and Meeting

Maximum number of guests expected: _____

On-site Event Location:

- The George R. Brown Convention Center
- The Hotel Americas
- Another downtown Houston restaurant or facility

Off-site Event Location: _____

Ticket information:

Cost per person for ticket: \$ _____

Contact to purchase tickets: Name: _____

Telephone: _____

To be completed by Office Staff only:	
Approval code assigned from Assistant to the Bishop's office:	
Date received:	