



THE UNITED METHODIST CHURCH  
TEXAS ANNUAL CONFERENCE

5215 Main  
Houston, TX 77002  
713/521-9383  
Fax 713/520-6807

## Assistant to the

# Bishop's Office Memo

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TO: TAC 2010 Meal Planners      DATE: November 1, 2010  
FROM: Jan Ervin      RE: Annual Conference Meals

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Annual Conference 2010 will again be held at The Woodlands United Methodist Church with the Marriott Waterway serving as our host hotel. 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 30, 2010) and end at noon on Wednesday (June 2, 2010).

There are a large number of fine restaurants in the area, which you are welcome to use for your meetings and/or meals. If you choose to use either The Woodlands UMC or the Marriott Waterway, please note the following information:

- The Woodlands UMC (Chef Stephen), contact: Jan Ervin, 713-533-3708  
(Please do not contact The Woodlands UMC directly)
- The Woodlands UMC "The Loft", choice of approved local caterers listed in "Meal Planning Information Packet"
- The Woodlands UMC "The Columns Cafe," (Chef Stephen), contact: Jan Ervin, 713-533-3708 (Please do not contact The Columns Café directly)
- Marriott Waterway, Nancy Oka, 281-367-9797  
(Note: Your meal must be approved before you call the Marriott)

All meals held at The Woodlands UMC will be required to pay a set-up fee for the 2010 conference. This fee will be based on room size and set-up required. Please send reservation form with set-up fee payable to The Texas Annual Conference, 5215 Main St., Houston, TX 77002.

Small Classroom	\$30.00 per set-up
Meeting Halls	\$50.00 minimum + \$1.00 per person over 50

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 February 12<sup>th</sup>, 2010 to have your information included in the Pre-Conference Journal.

We look forward to a great Annual Conference 2010.



Annual Conference 2010  
Texas Annual Conference  
The Woodlands United Methodist Church  
May 30 – June 2, 2010

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## *Meal Planning Information*

- Contact by phone or e-mail the Assistant to the Bishop's Office to assure that your event is approved for scheduling at the Texas Annual Conference 2010. Deadline for scheduling a meal to appear in the Pre-Conference Journal is February 12<sup>th</sup>, 2010.
- If you have chosen Marriott Waterway, 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 the Marriott until an approval has been given and they have been notified you are approved. After approval has been given to the Marriott, you may contact Nancy Oka at 281-367-9797 to make arrangements for menus, schedules, locations, costs and payments.
- If you have chosen The Woodlands UMC (Chef Stephen) on-site food service, you will contact Jan Ervin directly. Pre-set meals and prices for The Woodlands UMC are as follows:

### Breakfast:

1. Continental Breakfast-Fresh squeezed orange juice, milk, muffins, croissants, danishes, butter and assorted preserves, cereal & fruit. Cost: \$6.00 per person
2. Breakfast Buffet-Scrambled eggs, bacon & country sausage links, O'Brian potatoes, grits, biscuits & gravy, assorted breakfast breads, butter, assorted preserves, cereal, yogurt, fresh fruit, fresh squeezed orange juice. Cost: \$10.00 per person

### Plated Lunches

1. Monday's Lunch: Garden Salad, grilled chicken served with buttered Gnocchi, mixed vegetables and chocolate cake. Cost: \$13.00 per person
2. Tuesday's Lunch: Trio salad served on baby greens, chicken salad with tarragon mayonnaise, pasta salad with black olives, pimento, and cherry tomatoes, fruit salad of pineapple, cantaloupe & honeydew, and lemon crumb bar. Cost: \$13.00 per person

### Plated Dinners

1. Monday's Dinner: Garden salad, Chicken Wellington, mashed potatoes, broccoli with a lemon butter sauce and key lime pie. Cost: \$19.00 per person

2. Tuesday's Dinner: Caesar Salad, Steak Diane, roasted new potatoes, green beans and chocolate crème brulee cake. Cost: \$19.00 per person

Payment for the lunches served by The Woodlands on-site food service will be paid directly to The Woodlands UMC, 2200 Lake Woodlands Drive, The Woodlands, Texas 77380 (Attention: TAC 2010 Facilities Coord.). Payment for your meal selection must be received no later than May 1<sup>st</sup>, 2010. Please schedule your deadline for ticket sales accordingly. Only one change to your reservation attendance number will be accepted no later than May 7<sup>th</sup>, 2010.

- If you have chosen The Woodlands "The Columns Café" for your boxed lunches, this on-site food service will be paid directly to "The Columns Café", 2200 Lake Woodlands Drive, The Woodlands, Texas 77380. Payment for your meal selection must be received no later than May 1<sup>st</sup>, 2010. Please schedule your deadline for ticket sales accordingly. Only one change to your reservation attendance number will be accepted no later than May 7<sup>th</sup>, 2010.

Breakfast Options-these items available at the Columns Café located by the bookstore on the north end of the building:

Cereal, Yogurt, Sausage & Cheese Kolaches, Donuts & Bananas  
Box Lunch Menu-\$9.00 each-includes drink, chips, cookie, and fruit.

There are no substitutions to this menu:

1. Chicken Salad on a croissant.
2. Fajita Wrap grilled chicken with lettuce, pico de gallo, guacamole in a sun dried tomato wrap.
3. Mediterranean Wrap Hummus, lettuce, tomato, cucumber, black olives, green bell pepper, feta cheese with a vinaigrette.
4. Roasted Virginia Ham with cheddar cheese on white bread.
5. Oven Roasted Turkey with provolone cheese on wheat bread.

balsamic

Columns Salads-\$7.00 each-includes drink, cookie, and fruit (Salad dressings available: Ranch, Fat-free Ranch, Balsamic Vinaigrette, Mustard & Blue Cheese). There are no substitutions

Honey to this menu:

1. Greek salad mixed greens with feta cheese, black olives, cucumber and green bell pepper (Can be served chicken-extra charge).
2. Chef salad mixed greens with diced Virginia ham, oven roasted turkey, cheddar and Jack cheeses.
3. Chicken Salad on a bed of mixed greens.
4. Ranch Salad grilled chicken, smoked bacon, guacamole, shredded cheddar cheese and tomatoes, served with mustard dressing.

with

honey

- If you have chosen The Woodlands UMC, “The Loft” only the approved local caterers listed below will be available for use. After your room assignment has been determined, it will be your responsibility to contact one of the approved caterers to make arrangements for menus, schedules, costs and payment. **ONLY PAPER PRODUCTS** will be allowed in “The Loft”, be sure to let the caterer know this. The caterer will need to provide utensils, plates, cups, ice, table coverings, and anything else you feel necessary for your meal.
  1. Carrabba’s Italian Grill, 281-367-9423
  2. Catering for All Occasions, 281-364-8470, contact: Marsha Lamb
  3. McKenzie’s Barbeque, 936-539-4300
  4. Pappadeux Seafood Kitchen, 713-952-9782, contact: Annie
  5. Pappasito’s Mexican Food, 713-952-9782
  6. Santa Fe South Catering, 281-367-3663, contact Lisa Green
  7. The Chef’s Table, 713-706-3111, contact Rachel Plunkett
- When all details are finalized, complete the reservation form and submit to the Assistant to the Bishop’s Office along with your check for the room set-up fee, Please make sure your give accurate information and a contact for the tickets for the event, as this will be included on our website (txcumc.org) and in the pre-conference journal.

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

***Rev. Rick Goodrich, Assistant to the Bishop, [rgoodrich@txcumc.org](mailto:rgoodrich@txcumc.org)  
Jan Ervin, Administrative Assistant, [jervin@txcumc.org](mailto:jervin@txcumc.org)  
5215 Main Street  
Houston, TX 77002  
713/521-9383***



Annual Conference 2010  
Texas Annual Conference  
The Woodlands United Methodist Church  
May 30 – June 2, 2010

## Meal Reservation Confirmation Form Annual Conference 2010

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 Woodlands UMC Food Service in Main Building only

Please list the meal choice: \_\_\_\_\_

The Woodlands UMC-“The Columns Café”

Please list the meal choice: \_\_\_\_\_

The Woodlands UMC “The Loft” with outside caterer

Please list the caterer chosen: \_\_\_\_\_

**Room Requirement:**

Small Classroom                      \$30.00 per set-up

Meeting Hall                              \$50.00 minimum + \$1.00 per person over 50

**Set-up required if at The Woodlands UMC:**

Room Set-up: All rooms will have a standard set-up of 6' round tables with 8 chairs per table. Please indicate any special requests you may have, we will do our best to accommodate any needs but cannot guarantee. \*Note: Some additional fees may apply for certain requests.

- \_\_\_\_\_ Easels (please indicate number requested)
- \_\_\_\_\_ Podium
- \_\_\_\_\_ Extra tables/chairs (indicate only extra tables needed)
- \_\_\_\_\_ Other: (please indicate) \_\_\_\_\_

Media Service: (limited availability depending on room assignment)

\*Note: Additional fees may apply for certain media requests.

- \_\_\_\_\_ Wireless mic (indicate number requested)
- \_\_\_\_\_ Mic on stand (indicate number requested)
- \_\_\_\_\_ PowerPoint or video and screen

Contact name for media needs, number and e-mail information:

Name: \_\_\_\_\_  
Telephone number: \_\_\_\_\_  
Cell number: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

**Off-site Event Location:** \_\_\_\_\_

\_\_\_\_\_

**Ticket information:**

Cost per person for ticket:    \$ \_\_\_\_\_

Contact to purchase tickets:    Name: \_\_\_\_\_

\_\_\_\_\_ Telephone: \_\_\_\_\_

\_\_\_\_\_ E-mail: \_\_\_\_\_

<b>To be completed by Office Staff only:</b>	
Approval code assigned from Assistant to the	

Bishop's office:	
Date received:	