



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

Meeting Request Form Annual Conference 2010

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

Please submit the following information in order to be assigned a meeting space for your group during Annual Conference. The dates of TAC 2010 are May 30 – June 2, 2010. All meetings 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 your reservation form and a check payable to The Texas Annual Conference, 5215 Main St., Houston, TX 77002. Do not send your check directly to The Woodlands UMC.

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

All meetings held on Monday morning need to begin at 7:30 am and must be concluded before the first Laity and Clergy Sessions begin at 9:00 and 9:30 am respectively. An appropriate space will be assigned to you and the meeting will be announced in the Pre-Conference Journal. You must submit your Meeting Request Form before February 12, 2010 for your meeting to appear in the Pre-Conference Journal. Space is limited, please submit request early.

Name of Group: _____

Contact Name: _____

Home Phone: _____

Cell Phone: _____

Day & Date of Meeting: _____

MUST PROVIDE-Beginning & Ending Time of Meeting: _____

Estimated Number Attending: _____

Facility Set-Up Needs: _____

Fee Associated with room and set-up required: \$ _____