



**A FUTURE
WITH HOPE**
TEXAS ANNUAL
CONFERENCE 2019

Dear Meal Planner,

Annual Conference 2019 will be held at the Hilton Hotel Americas in Houston. 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 26, 2019) and end at noon on Wednesday (May 29, 2019). **The first date that forms will be accepted will be January 2, 2019.**

There are a large number of fine restaurants in the downtown area, which you are welcome to use for your meetings and/or meals. We are encouraging conference related groups to be aware of the proliferation of meals/gatherings in the hotel during the annual conference. If you are concerned about other meals conflicting, please call ahead to Jan Ervin and ask what is already scheduled at a particular time slot. The decision of when you schedule your event is made by your group and can be affected by other gatherings in the same time slot.

- Once you are scheduled you can call the Hotel Americas, Veneshia McCoy, (713) 577-6028 or email veneshia.mccoy@hilton.com
(Note: Your meal must be on the approved schedule by the TAC before you contact the Hotel Americas)

We look forward to a great Annual Conference 2019.



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- Send your completed form beginning January 2, 2019, to the Assistant to the Bishop's Office to assure that your event is scheduled and approved for Texas Annual Conference 2019.
- If you have chosen the Hotel Americas, the Assistant to the Bishop's Office will provide notification to that facility that you have been scheduled and approved. You will not be able to make arrangements until an approval has been given and the hotel has been notified. After you have received approval, contact Veneshia McCoy at the Hotel Americas, (713) 577-6028, to make arrangements for menus, locations, costs and payments.
- If you have chosen a restaurant or facility in the downtown Houston area other than the main host hotel, please fill out the meal planning form and submit it to Jan Ervin in the Assistant to the Bishop's office, so that your meal will be included on the Event List on our website and in the digital pre-conference journal.
- All meals must be planned around the TAC 2019 schedule of events. Please begin or end your meal before the start time or after the conclusion of a business session or worship service. Morning sessions are 8:30-11:30 am, afternoon sessions 1:30-5:00 pm and evening worship begins at 7:00-9:00 pm.
- Please make sure you give accurate information as this will be included on our website (txcumc.org) and in the digital 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. B.T. Williamson, Assistant to the Bishop, bt.williamson@txcumc.org
Jan Ervin, Administrative Assistant, jervin@txcumc.org
5215 Main Street
Houston, TX 77002
713/521-9383***



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***Texas Annual Conference 2019
Hilton Hotel Americas
May 26-29, 2019***

Meal Reservation Form

Group/Event Name: _____

Contact Person: _____

Mailing Address: _____

Phone #: _____ Cell #: _____

E-Mail Address: _____

Date of Meal/Meeting: _____

Set-Up Time of Event: _____

Time Meal Served: _____

End Time of Event: _____

(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: (please circle) Meal Only Meal and Meeting

Maximum number of guests expected: _____

On-site Event Location:

The Hotel Americas: (Room assigned) _____

Another Event Location Name: _____
Location Address: _____

Special Hotel Instructions:

Tables: _____

Media Needs: _____

Stage: _____

Miscellaneous Needs: _____

Ticket information:

Cost per person for ticket: \$ _____

Contact to purchase tickets: Name: _____
Telephone: _____
Email: _____

To be completed by Office Staff only:	
Complete Forms Received Date Stamp	