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Assistant to the Bishop's Office Memo

TO: TAC 2018 Meal Planners DATE: December 1, 2017
FROM: Jan Ervin RE: Annual Conference Meals

Annual Conference 2018 will be held at The Woodlands United Methodist Church. 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 27, 2018) and end at noon on Wednesday (May 30, 2018). **The first date that forms will be accepted will be January 2, 2018.**

There are a large number of fine restaurants in The Woodlands within close proximity, 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 that take place at the same times during the annual conference. 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. If you need to check about other groups scheduled please call Jan Ervin in the Assistant to the Bishop's Office.

- Once you are scheduled and approved by the Assistant to the Bishop's office, your form will be submitted to The Woodlands UMC where they will assign the room that best suits your needs. They will also bill you directly for the costs of the meals and any A/V needs you have requested.

We look forward to a great Annual Conference 2018.



Annual Conference 2018
Texas Annual Conference
The Woodlands United Methodist Church
May 27-30, 2018

Meal Planning Information

- Send your completed form beginning January 2, 2018, to the Assistant to the Bishop's Office to assure that your event is scheduled and approved for Texas Annual Conference 2018.
- Please see the list of meals attached that will be prepared by The Woodlands UMC Food Services.
- The Assistant to the Bishop's Office will then submit your form to The Woodlands United Methodist Church. The church will bill you directly for the food and any A/V needs that you have requested.
- If you have chosen a restaurant or facility in the The Woodlands area other than the church, 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.
- If your event is in the TWUMC main building and you have ordered catering through the church, that cost will include linens. However, if you order through an outside vendor or your event is at the Loft linens do not automatically come with your setup. Linens are available for rental upon request for standard fees.
- 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 Woodlands United Methodist Church, 2200 Lake Woodlands Dr, The Woodlands, Tx 77380. Do not send any monies to the Texas Annual Conference. Final meal counts are due no later than **May 7th**. Additionally, all final setup and media support services requests must be confirmed and finalized no later than two weeks prior to the conference. (**May 14th**) Any additional requests sent after this time cannot be guaranteed.

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



Annual Conference 2018
Texas Annual Conference
The Woodlands United Methodist Church
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Meal Reservation Annual Conference 2018

Group/Event Name: _____

Contact Person: _____

Mailing Address: _____

Phone #: _____ Cell #: _____

E-Mail Address: _____

Please print your email address legibly

Day of the Week & Date of Meal/Meeting: _____

Set-Up Time prior to Event: _____

Time Meal Is To Be Served: _____

Ending Time of Your 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 Combined

Maximum number of guests expected: _____

On-site Event Location:

The Woodlands UMC _____

We have standard 60”round tables with black table cloths for all meals held here at the main building when our kitchen services are ordered. Tables seat 8-10 (8 recommended) people. Please attach a diagram or description of how you would prefer your event to be pre-set or any extra tables required.

Another Event Location with Address: _____

Media Needs

Please indicate any elements you may need or would like more information on:

- _____ Additional Lighting
- _____ Audio/Microphone/PA
- _____ Video Projector/TV/Screen
- _____ Laptop/Computer/ProPresenter
- _____ Staging/Speaking Platform
- _____ Audio/Video Recording (*See note below)
- _____ AV Technician for Equipment Operation
- _____ AV Technician for Equipment Setup/Strike Only

Please describe needs below: _____

*Media Department will bill separately

Ticket information:

Please be accurate on this information as it is where persons wanting to attend will contact you for the purchase of tickets and/or reservations.

Cost per person for ticket: \$ _____

Contact to purchase tickets/reservations:

Name: _____

Telephone (cell): _____

Email: _____

Menus for TAC 2018

Breakfast Buffets

Continental Buffet- \$11

Assorted Danish, muffin, croissants, fresh fruit, hard-boiled egg, cereals with milk, yogurt, preserves and butter, fresh juices and coffee

Hot Buffet - \$15

Egg scramble, link sausage, biscuits and gravy, breakfast potatoes, fresh cut fruits, cereals with milk, yogurt, fresh juices and coffee

Lunch Buffets

Monday - \$17

Soup and Salad Bar

Chef's Choice Soup with fresh spring greens, grilled chopped chicken, bacon, garlic crouton, chopped egg, cherry tomatoes, shredded cheddar, shaved parmesan, crumbled blue cheese, sliced cucumber, olives and more!

Tuesday - \$19

Grilled Chicken

Grilled chicken breast with creamy artichoke and sundried tomato sauce, mashed potatoes, Chef's choice compound salad and double chocolate brownie

Wednesday - \$19

Creole Buffet

Andouille and chicken etouffee with dirty rice, Tabasco, Chef's choice compound salad and lemon bars

Dinner Buffets

Monday - \$19

Braised Beef Tips

Slow roasted beef with carrots, onions and celery in a creamy mushroom sauce, served with egg noodles, rolls, Chef's choice compound salad and cookie

Tuesday - \$19

Grilled Chicken

Grilled Chicken breast with Southwest chipotle cream sauce, pico de gallo, cilantro and lime rice, chips and salsa, Chef's choice compound salad and Tres Leches cake