



THE UNITED METHODIST CHURCH  
TEXAS ANNUAL CONFERENCE

## Assistant to the Bishop's Office Memo

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TO: TAC 2017 Meal Planners      DATE: December 1, 2016  
FROM: Jan Ervin                      RE: Annual Conference Meals

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Annual Conference 2017 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 28, 2017) and end at noon on Wednesday (May 31, 2017). **The first date that forms will be accepted will be January 3, 2017.**

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 2017.



Annual Conference 2017  
Texas Annual Conference  
The Woodlands United Methodist Church  
May 28-31, 2017

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### *Meal Planning Information*

- Send your completed form beginning January 3, 2017, to the Assistant to the Bishop's Office to assure that your event is scheduled and approved for Texas Annual Conference 2017.
- 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.
- Please make sure you give accurate information as this will be included on our website ([txcumc.org](http://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.

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

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



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## Meal Reservation Annual Conference 2017

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 of 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/Program

**Maximum number of guests expected:** \_\_\_\_\_

**On-site Event Location:**

The Woodlands UMC \_\_\_\_\_

Another Event Location with Address: \_\_\_\_\_

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**Special Instructions:**

Number of Extra Tables: \_\_\_\_\_

A/V Equipment Needed: \_\_\_\_\_

Stage Needed: \_\_\_\_\_ Yes                      \_\_\_\_\_ No

Miscellaneous Needs: \_\_\_\_\_

**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: \_\_\_\_\_

<b>To be completed by Office Staff only:</b>	
Complete Forms Received Date Stamp	

## Menus for TAC

### Breakfast

Continental Buffet- \$8

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

Hot Buffet - \$12

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

### Lunches

**Monday - \$15**

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 - \$17**

BBQ Pork

Smoke and pulled pork with all the trim, baked beans, potato salad, coleslaw, Chef's choice compound salad and double chocolate brownie

**Wednesday - \$17**

Etouffee

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

### Dinner

**Monday - \$17**

Pot Roast

Slow roasted beef with carrots, onions and celery, mashed potatoes, rolls, green beans, 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