



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

Meeting Request Form Annual Conference 2018

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

Please submit the following information for reservations **beginning January 2, 2018 to Jan Ervin at the Texas Annual Conference office (address listed above)**, in order to be assigned a meeting space for your group during Annual Conference. The dates of TAC 2018 are May 27-30, 2018. There may be A/V charges associated with your meeting room set-up. Please submit your needs and we will then forward them to the church and they will in turn bill your group directly.

All meetings held in the mornings need to begin early, so that they may be concluded before the first Session begins at 8:30 am respectively. An appropriate space will be assigned to you and the meeting will be announced in the digital Pre-Conference Journal. You may submit your Meeting Request Form beginning January 2, 2018. In order to be listed in the digital Pre-Conference Journal, your request must be received by March 8, 2018.

Name of Group: _____

Contact Name: _____

Billing Address: _____

Contact Phone (cell): _____

Email Address: _____

Date of Meeting: _____/_____/_____

MUST PROVIDE

Beginning & Ending Time of Meeting: _____/_____

Estimated Number of People Attending: _____

Facility & A/V Set-Up Needs: _____

Please include a diagram or number of 60” rounds or 6’ rectangle tables and chairs needed and how you prefer them to be set.

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