



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

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## Meeting Request Form Annual Conference 2017

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

Please submit the following information for reservations **beginning January 3, 2017 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 2017 are May 28-31, 2017. 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 3, 2017. In order to be listed in the digital Pre-Conference Journal, your request must be received by March 9, 2017.

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: \_\_\_\_\_