



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

TO: TAC 2008 Meal Planners DATE: November 1, 2007
FROM: Jan Ervin RE: Annual Conference Meals

Annual Conference 2008 will again be held at The Woodlands United Methodist Church with the Marriott Waterway serving as our host hotel. The following information is being provided to assist you in planning meals and special events to be held in conjunction with conference. Please note the change to dates of Conference. Conference will run beginning with the Worship Service on Sunday evening (May 25, 2008) and ending at noon on Wednesday (May 28, 2008).

There are a large number of fine restaurants in the area, which you are welcome to use for your meetings and/or meals. If you choose to use either The Woodlands UMC or the Marriott Waterway, please note the following information:

- The Woodlands UMC (Chef Stephen), contact: Jan Ervin, 713-533-3708
(Please do not contact The Woodlands UMC directly)
- The Woodlands UMC "The Loft", choice of approved local caterers listed in "Meal Planning"
- The Woodlands UMC "The Columns Cafe," (Chef Marc), contact: Jan Ervin, 713-533-3708 (Please do not contact The Columns Café directly)
- Marriott Waterway, Brent Foreman, 281-367-9797

All meals held at The Woodlands UMC will be required to pay a set-up fee for the 2008 conference. This fee will be based on room size and set-up required. Please send reservation form and check payable to The Texas Annual Conference, 5215 Main St., Houston, TX 77002.

Small Classroom	\$30.00 per set-up
Meeting Halls	\$50.00 minimum + \$1.00 per person over 50

Below you will find the procedures and forms for submission to the conference office once your final arrangements have been made. You must submit these forms to our office before February 15th, 2008 to have your information included in the Pre-Conference Journal.

We look forward to a great Annual Conference 2008.



Annual Conference 2008
Texas Annual Conference
The Woodlands United Methodist Church
May 25-28, 2008

Meal Planning Information

- Contact by phone or e-mail the Assistant to the Bishop's Office to assure that your event is approved for scheduling at the Texas Annual Conference 2008. Deadline for scheduling a meal to appear in the Pre-Conference Journal is February 15th, 2008.
- If you have chosen Marriott Waterway, the Assistant to the Bishop's Office will provide notification to that facility that you have been approved. You will not be able to make arrangements at the Marriott until an approval has been given and they have been notified you are approved. After approval has been given to the Marriott, you may contact Brent Foreman to make arrangements for menus, schedules, locations, costs and payments.
- If you have chosen The Woodlands UMC (Chef Stephen) on-site food service, you will contact Jan Ervin directly. Pre-set meals and prices for The Woodlands UMC are as follows:

Breakfast:

1. Continental Breakfast-Fresh squeezed Orange Juice, Milk, Muffins, Croissants, Danish, butter and assorted preserves. Cost: \$6.00 per person
2. Breakfast Buffet-Scrambled Eggs, Bacon, Country Sausage Links, O'Brian Potatoes, Grits, Biscuits & Gravy, assorted Breakfast Breads, butter, assorted preserves, Cereal, Yogurt, Fresh Fruit, fresh squeezed Orange Juice. Cost: \$10.00 per person

Plated Lunches

1. Monday's Lunch: Salad, Grilled Chicken served with Cheese filled Tortellini in a Garlic Cream, Garden Vegetables and Cheesecake. Cost: \$13.00 per person
2. Tuesday's Lunch: Trio Salad served on Baby Greens, Chicken Salad with Tarragon Mayonnaise Pasta Salad with Black Olives, Pimento, and Cherry Tomatoes, Fruit Salad of Pineapple, Cantaloupe, & Honeydew and Lemon Crumb Cake. Cost: \$13.00 per person
3. Wednesday's Lunch: Spinach Salad with Mandarin Oranges, Dried Cranberries & Almonds with Poppy Seed Dressing Pot Roast, Mixed Garden Vegetables, Mashed Potatoes and Carrot Cake. Cost: \$13.00 per person

Plated Dinners

1. Monday's Dinner: Garden Salad, Balsamic Roasted Chicken, Maple Whipped Sweet Potatoes, Broccoli with a Lemon Butter Sauce and Black Forest Cake. Cost: \$17.00 per person
2. Tuesday's Dinner: Wedge Salad with Bacon & Blue Cheese, Grilled Filet with a Wild Mushroom Sauce, Rosemary Roasted New Potatoes, Green Beans and Chocolate Crème Brulee Cake. Cost: \$17.00 per person

Payment for the lunches served by The Woodlands on-site food service will be paid directly to The Woodlands UMC, 2200 Lake Woodlands Drive, The Woodlands, Texas 77380 (Attention: TAC 2007 Facilities Coord.). Payment for your meal selection must be received no later than May 1st, 2008. Please schedule your deadlines for ticket sales accordingly. Only one change to your reservation will be accepted no later than May 12th, 2008.

- If you have chosen The Woodlands "The Columns Café" for your boxed lunches, this on-site food service will be paid directly to "The Columns Café", 2200 Lake Woodlands Drive, The Woodlands, Texas 77380. Payment for your meal selection must be received no later than May 1st, 2008. Please schedule your deadlines for ticket sales accordingly. Only one change to your reservation will be accepted no later than May 12th, 2008.

Box Lunch Menu-\$9.00 each-includes drink, chips, cookie, and fruit.

There are no substitutions to this menu:

1. Pesto Chicken Salad on Croissant
2. Toasted Turkey & Roasted Virginia Ham with Smoked Bacon, Cheddar Cheese & Honey Mustard
3. Fajita grilled Chicken with Lettuce, Pico de Gallo, Guacamole in a Sun-dried Tomato Wrap
4. Mediterranean Wrap Hummus, Lettuce, Tomato, Cucumber, Black Olives, Green Bell Pepper, Feta Cheese with a Balsamic Vinaigrette
5. Roasted Virginia Ham with Aged Provolone on Wheat
6. Classic BLT on Whole Wheat

Columns Salads-\$9.00 each-includes drink, cookie, and fruit (Salad

Dressings available: Fat-free Ranch, Balsamic Vinaigrette, Honey Mustard & Blue Cheese). There are no substitutions to this menu:

1. Salad Trio Chicken Salad, Pasta Salad & Fresh Fruit Salad with Poppy Seed Dressing
2. Greek Salad Mixed Greens with Feta Cheese, Black Olives, Cucumber and Green Bell Pepper (Can be served with Chicken-extra charge).
3. Chef Salad Mixed Greens with Diced Virginia Ham, Oven Roasted Turkey, Cheddar and Jack Cheese.

- If you have chosen The Woodlands UMC, “The Loft” only the approved local caterers listed below will be available for use. After your room assignment has been determined, it will be your responsibility to contact one of the approved caterers to make arrangements for menus, schedules, costs and payment. ONLY PAPER PRODUCTS will be allowed in “The Loft”, be sure to let the caterer know this. The caterer will need to provide utensils, plates, cups, ice, table coverings, and anything else you feel necessary for your meal.
 1. Carrabba’s Italian Grill, 281-367-9423
 2. Catering for All Occasions, 281-364-8470, contact: Marsha Lamb
 3. McKenzie’s Barbeque, 936-539-4300
 4. Pappadeux Seafood Kitchen, 713-952-9782, contact: Annie
 5. Pappasito’s Mexican Food, 713-952-9782
 6. Santa Fe South Catering, 281-367-3663, contact Lisa Green
 7. The Chef’s Table, 713-706-3111, contact Rachel Plunkett
- When all details are finalized, complete the reservation form and submit to the Assistant to the Bishop’s Office along with your check for the room set-up fee, Please make sure your give accurate information as this will be included on our website (txcumc.org) and in the pre-conference journal.

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

Rev. Rick Goodrich, Assistant to the Bishop, rgoodrich@txcumc.org
Jan Ervin, Administrative Assistant, jervin@txcumc.org
5215 Main Street
Houston, TX 77002
713/521-9383



Annual Conference 2008
 Texas Annual Conference
 The Woodlands United Methodist Church
 May 25-28, 2008

**Meal Reservation
 Confirmation Form
 Annual Conference 2008**

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

Group/Event Name: _____

Contact Person: _____

Mailing Address: _____

Phone #: _____ Cell #: _____

E-Mail Address: _____

Day of Week, Date & Time: _____

(**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: Meal Only Meal and Meeting

Maximum number of guests expected: _____

On-site Event Location:

The Woodlands UMC Food Service, Main Building only

Please list the meal choice: _____

The Woodlands-"The Columns Café"

Please list the meal choice: _____

The Woodlands UMC "The Loft" with outside caterer

Please list the caterer chosen: _____

Room Requirement:

- Small Classroom \$30.00 per set-up
- Meeting Hall \$50.00 minimum + \$1.00 per person over 50

Set-up required if at The Woodlands UMC:

Room Set-up: All rooms will have a standard set-up of 6’ round tables with 8 chairs per table. Please indicate any special requests you may have, we will do our best to accommodate any needs but cannot guarantee. *Note: Some additional fees may apply for certain requests.

- _____ Easels (please indicate number requested)
- _____ Podium
- _____ Extra tables/chairs (indicate number requested)
- _____ Other: (please indicate) _____

Media Service: (limited availability depending on room assignment)

*Note: Some additional fees may apply for certain media requests.

- _____ Wireless mic (indicate number requested)
- _____ Mic on stand (indicate number requested)
- _____ PowerPoint or video

Contact name for media needs, number and e-mail information:

- Name: _____
- Telephone number: _____
- Cell number: _____
- E-mail address: _____

Off-site Event Location: _____

Ticket information:

Cost per person for ticket: \$ _____

Contact to purchase tickets: Name: _____
Telephone: _____

To be completed by Office Staff only:	
Approval code assigned from Assistant to the Bishop’s office:	
Location of event assignment:	
Other information needed:	
Date received:	