



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

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## Meeting Request Form Annual Conference 2008

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

Please submit the following information in order to be assigned a meeting space for your group during Annual Conference. Please note the new dates of TAC, May 25-28, 2008. All meetings 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 your reservation form and a 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

All meetings held on Monday morning need to begin at 7:30 am and must be concluded before the first Clergy and Laity Sessions beginning at 9:00 am. An appropriate space will be assigned to you and the meeting will be announced in the Pre-Conference Journal. You must submit your Meeting Request Form before February 15, 2008 for your meeting to appear in the Pre-Conference Journal. Space is limited, please submit request early.

Name of Group: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Day & Date of Meeting: \_\_\_\_\_

**MUST PROVIDE Beginning & Ending Time of Meeting:** \_\_\_\_\_

Estimated Number Attending: \_\_\_\_\_

Facility Set-Up Needs: \_\_\_\_\_

Fee Associated with room and set-up required: \$ \_\_\_\_\_