



West Virginia Annual Conference The United Methodist Church



January 23, 2009

TO: Conference groups planning Special Meals - Annual Conference 2009

FROM: James M. Berner
Director of Administrative Services

William H. Wilson (Bill)
Director of Connectional Ministries & Assistant to the Bishop

John Sauvage
Annual Conference Program Committee Chairperson

RE: Annual Conference 2009 Special Meals

Greetings! Attached you will find the reservation form for the 2009 Annual Conference Special Meals.

Your group will make its own reservations for setting up a special meal directly with West Virginia Wesleyan College and you will be responsible for a guarantee deposit and collection of monies for the meal. Your group contact person will be directly billed by the College for the meal. The Annual Conference will not collect monies or take reservations for any special meals. The Special Meals will be listed in the Pre-Conference material with contact name and address for individuals to reserve places for the meal.

You will notice that a minimum of 10 persons is required to schedule a Special Meal. In order to have your special meal included in the Pre-Conference Registration Booklet, the deadline for scheduling of a special meal is March 13, 2009. Remember, you are required to send a deposit equal to 10 persons to hold a group reservation.

You are advised to contact persons in your group to inform them that reservations are to be made directly with you. No tickets will be sold at Annual Conference registration for any special meal. You will be responsible for collection of all money related to your special meal. Annual Conference Staff, Program Committee, nor West Virginia Wesleyan Food Service will collect monies.

Attachment

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