



West Virginia Annual Conference The United Methodist Church



February 11, 2010

TO: Conference groups planning Special Meals - Annual Conference 2010

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 2010 Special Meals

Greetings! Attached you will find the reservation form for the 2010 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.

Note: Aladdin Food Service has informed us that the minimum number for a special meal is 25 persons. No meals will be reserved for less. Groups of less than 25 may want to consider joining forces and have a meal together (i.e. Seminary groups).

In order to have your special meal included in the Pre-Conference Registration Booklet, the deadline for scheduling is March 15, 2010. Remember, you are required to send a deposit equal to 25 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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