



Annual Conference 2019

Please fill out the attached form to assist us in scheduling a special meeting room for your group at Annual Conference 2019.

Reservations are due May 20, 2019

Thank you,

Rev. Jay Tennes, Arrangements Coordinator for the Sessions Ministry Team

Rev. Barbara Moore, Assistant Arrangements Coordinator

Email: aceventco@wpaumc.org



Western PA Conference
The United Methodist Church

Name of Group _____

Contact Person _____

Phone Number _____

Email _____

Date ___ Wednesday ___ Thursday ___ Friday ___ Saturday

Time _____

How long will you need the room? _____

When do you need access to the building/room? _____

Number of participants _____

Preferred place _____ tables and chairs chairs only

Do you need: podium _____ piano _____ microphone _____

Multimedia equipment _____

Email: aceventco@wpaumc.org