



Western PA Conference  
The United Methodist Church

## Annual Conference 2019

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

The cost of all special meals is \$17.75 per person. This price includes linens, tableware and service as well as the additional costs of setting up the buffet for your group.

The Annual Conference pays for the regular meal, but your group is responsible for the additional charge which makes up the special meal cost. For 2019, the per person costs are as follows

Breakfast	\$10.50	(\$17.75 - \$7.25 = \$10.50)
Lunch	\$8.75	(\$17.75 - \$9.00 = \$8.75)
Dinner	\$5.50	(\$17.75 - \$12.25 = \$5.50)

We are required to pay for 90% of your reservations. If the actual number of meals served is less than 90%, we would require you to pay the balance.

Please make checks payable to WPAUMC and place group name in the memo line. Payment for the meal is due following your meal. Payments should be given to one of the Arrangement Coordinators at the back of the IM room or you may make an Internal Transfer by contacting Roger White at the Conference Center.

THE DEADLINE FOR RESERVATIONS IS MAY 20, 2019.

**YOUR FINAL NUMBERS ARE DUE MAY 28, 2019**

Changes requested after this date are difficult for the caterer.

Please do not bring more people than your reservation numbers.

Thank you,

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

Rev. Barbara Moore, Assistant Arrangements Coordinator

Email: [aceventco@wpaumc.org](mailto:aceventco@wpaumc.org)



Western PA Conference  
The United Methodist Church

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

Contact Person \_\_\_\_\_

Phone Number \_\_\_\_\_

Email \_\_\_\_\_

Date \_\_\_\_\_ Wednesday \_\_\_\_\_ Thursday \_\_\_\_\_ Friday \_\_\_\_\_ Saturday

Meal \_\_\_\_\_ Breakfast \_\_\_\_\_ Lunch \_\_\_\_\_ Dinner

Place (preference) \_\_\_\_\_

How long will your meal & meeting last? \_\_\_\_\_

Number Dining \_\_\_\_\_

Special Food Requests (gluten free, vegetarian etc)

Means of payment:

\_\_\_\_\_ Cash      \_\_\_\_\_ Check      \_\_\_\_\_ Combination Cash & Check      \_\_\_\_\_ Internal Transfer

Email: [aceventco@wpaumc.org](mailto:aceventco@wpaumc.org)