

Information on Scheduling MEALTIME EVENTS

During the 160th Session of The California-Nevada Annual Conference
of The United Methodist Church

If your organization is interested in scheduling a special event during a mealtime at the 2008 Annual Conference, the following information will be of interest.

ELIGIBILITY

Sponsors of mealtime events held in conjunction with the Annual Conference should represent organizations that are integral to the work of the United Methodist Church.

ARRANGEMENTS

When planning your event please keep in mind that each event must take place within the amount of time allotted on the Conference schedule for meal breaks. Please take into consideration travel to and from the Sacramento Convention Center, the Hyatt Hotel or other event venue. Please check the Conference website (cnumc.org) for the overview of the Annual Conference schedule.

Events held at the Conference Center or the Hyatt Hotel:

The sponsoring group is asked to make all necessary arrangements. Please coordinate any events being held at the Convention Center or the Hyatt Hotel with the Commission on the Annual Conference so that all events can be accommodated. Direct any requests or questions about Convention Center use to the Conference Convention Center facilities coordinator, Jerry Angove, at (916) 781-6785 or at jsangove@surewest.net Direct requests or questions about the use of the Hyatt Hotel to Diane Knudsen at dianek@calnevumc.org or at (916) 374-1520. These persons will inform you which room has been reserved for your event.

Next, please contact the appropriate caterer. The caterer at the Center is Classique Catering at (916) 446-1215.

Events held at other mealtime venues:

Again, please note that the sponsoring group is to make all arrangements. Arrangements with venues other than the Convention Center and the Hyatt Hotel need to be made directly by the sponsoring group. The Conference website will contain information on places to hold mealtime events other than at the Convention Center or the Hyatt.

NOTIFICATION:

Please keep the Commission on the Annual Conference Session apprised of all mealtime events. Once the location and time of your event has been determined with the facility servicing your event, please submit a MEALTIME EVENT INFORMATION form to Jerry Angove at jsangove@surewest.net or at the address on the form. **A copy of the form can be found at the end of this document.** Please submit the completed form by May 1, 2008.

A reminder: The Annual Conference will not provide general mailings to Conference Lay or Clergy members or to agencies of the Annual Conference; all members and agencies are expected to obtain their information via the Conference website (cnumc.org). Please send a copy of your flyer to Jane Horstman at the Conference Communications Office (janeh@calnevumc.org) with a request to have it put on the Conference website.

MEALTIME EVENTS AND TICKET SALES TABLE

Throughout the Annual Conference session, a table for use by event sponsors will be available near the Registration area of the Convention Center so that event sponsors can provide publicity and/or sell tickets.

PUBLICITY

There will not be a general mailing from the Conference Office to members of the Annual Conference. All mealtime events' sponsors may submit a copy of a flyer to be published on the Conference website (cnumc.org). **The flyer copy must be submitted to the Conference Communications Office before May 30.** Flyers will be posted as received, but the earlier you send the flyer to the office, the earlier people will be able to plan to attend, send in reservations and money, etc.

Flyers will be posted on the website in Adobe PDF format. You may email your flyer in any of the following formats (to janeh@calnevumc.org) and the Communications Office will convert it to PDF: Microsoft Word, Microsoft Publisher, QuarkXPress, or Adobe Photoshop. If you send in a flyer by mail it will be scanned and posted in PDF format.

Please submit the most current event information to the Convention Center Office prior to the Annual Conference Session and to the Conference Secretary's Office during the Annual Conference Session. Please include any information about late reservation opportunities since this is helpful for use at the Mealtime Events table.

TRANSPORTATION

Including directional maps and a listing of available means of transportation to an event from the Convention Center is very helpful information. Event sponsors are invited to include this information in all publicity.

MEALTIME EVENT INFORMATION

2008 ANNUAL CONFERENCE SESSION

NAME OF EVENT:

SPONSOR:

CONTACT: (Name): _____

Address):

(Number, City, State, ZIP)

(Phone): _____

PURPOSE OF EVENT:

LOCATION OF EVENT:

DATE: _____ TIME: _____

Approximately how many people are expected? _____

It is suggested that you provide "flyers" to be posted on the Conference website and/or sent to those who will be interested in attending your event. No flyers will be mailed from the Conference office. Please include the following information in your flyers:

Reservations: How to make them, deadlines, ticket sales; whether on site or not

Directions to site: Written description, including a map, is helpful

Transportation availability: Walking? Carpooling? Public Transit? Special Arrangements? Special Instructions?

Submit this form (or email the information) to Jerry Angove at jsangove@surewest.net, 1050 Porter Drive, Roseville, CA 95678, 916-781-6785. Submit a flyer for the Conference website to janeh@calnevumc.org, P.O. Box 980250, West Sacramento, CA 95798.