

# Information on Scheduling MEALTIME EVENTS

During the 161<sup>st</sup> 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 2009 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.** Be sure to plan for travel to and from the Sacramento Convention Center, the Hyatt Hotel, or other event venue. Check the Conference website ([www.cnumc.org](http://www.cnumc.org)) for an 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 the use of the Convention Center as a Mealtime venue to the Conference Convention Center facilities coordinator, David Cole, at [dave\\_cole@att.net](mailto:dave_cole@att.net) or at (916) 396-8296.
  - Direct requests or questions about the use of the Hyatt Hotel to Diane Knudsen at [dianek@calnevumc.org](mailto:dianek@calnevumc.org) or at (916) 374-1520. You will be informed as to which room has been reserved for your event.
  - 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.

## NOTIFICATION:

The Commission on the Annual Conference Session MUST be apprised of all mealtime events.

Once the location and time of your event has been determined with the facility servicing your event, submit a MEALTIME EVENT INFORMATION form to:

- David Cole at [dave\\_cole@att.net](mailto:dave_cole@att.net) and
- Jane Horstman at [janeh@calnevumc.org](mailto:janeh@calnevumc.org).

**An interactive form can be found at the end of this document.** Please submit the completed form by **May 1, 2009**.

## **PUBLICITY**

Send a copy of your event flyer—preferably as a Microsoft Word, Microsoft Publisher, or QuarkXPress document—to Jane Horstman at the Conference Communications Office at [janeh@calnevumc.org](mailto:janeh@calnevumc.org) by **May 15**.

The Communications Office will convert it to Adobe PDF format for posting on the website.

Flyers should contain:

- Event sponsor
- Date, time, and location
- Cost of event
- Directions to the site (including a map is helpful)
- Transportation availability: walking, carpooling, public transportation, etc.
- Deadline to sign up
- Contact information
- Mail-in registration form

**The Conference Office WILL NOT do a general mailing of Mealttime Events information to Conference Lay or Clergy members or to agencies of the Annual Conference. All members and agencies are expected to obtain such information via the Conference website ([www.cnumc.org](http://www.cnumc.org)).**

## **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.

## **TRANSPORTATION**

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

# MEALTIME EVENT INFORMATION

## 2009 ANNUAL CONFERENCE SESSION

**NAME OF EVENT:**

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**SPONSOR:**

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**CONTACT: (Name):** \_\_\_\_\_

**Address):**

\_\_\_\_\_  
(Number, City, State, ZIP)

**(Phone):** \_\_\_\_\_

**PURPOSE OF EVENT:**

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**LOCATION OF EVENT:**

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**DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**Approximately how many people are expected?** \_\_\_\_\_

*It is suggested that you provide a flyer to be posted on the Conference website and/or to be sent to those who will be interested in attending your event. No flyers will be mailed from the Conference Office.*

**Submit this form** (email) to:

- David Cole at [dave\\_cole@att.net](mailto:dave_cole@att.net), 1994 Benita Drive #4, Rancho Cordova, CA 95670, (916) 396-8296, and
- Jane Horstman at [jane@calnevumc.org](mailto:jane@calnevumc.org), P.O. Box 980250, West Sacramento, CA 95798, (916) 374-1518

**Email your flyer** to:

- Jane Horstman at [jane@calnevumc.org](mailto:jane@calnevumc.org), (916) 374-1518