



Meetings at Convention 2009• June 30-July 5, 2009

Please note that we cannot arrange breakfast or lunch meetings at the convention center.

Meeting/reception or special dinners. Dinners can be planned for Wednesday, Thursday or Friday evenings from 6 to 8:30 p.m. Space is limited so we will honor your dinner requests on a first-come, first-serve basis. Meal packages (full package, daily package, all lunches or all dinners) will be available for purchase on the registration form. Meal package dinners will cost approximately \$20 per day (which includes a service charge of 18%). *All dinner events held at the Convention Center must be listed as a special option on the registration form and participants will need to purchase tickets on the registration form. No individual meal tickets will be available for purchase during the week of convention.*

Receptions and evening meetings may be scheduled from 2 to 4:00 p.m.* and 7:30 – 11 p.m. on Tuesday, Wednesday, Thursday and Friday. **The order form for the beverages and snacks will be sent at a later date.**

Organization Information:

Sponsoring Organization: _____

Mailing Address _____ City _____ State ____ Zip Code: _____

Person requesting this event: _____ Phone: ____ - ____ - ____ Email: _____

Person coordinating this event: _____ Phone: ____ - ____ - ____ Email: _____

Expected Attendance: ____

Meeting Information:

Event Name (for printed material): _____

Type of Event: Reception/meeting without food: Circle preference (2-4:00 pm)*; (7-8:30 pm); (9:30-11 pm)

Reception/meeting with food: Circle preference (7-8:30 pm); (9:30-11 pm)

Dinner meeting (6-8:30 pm)

(Indicate first or second choice for event:)

Dinner meeting: _____ Tuesday _____ Wednesday _____ Thursday _____ Friday

Receptions and evening meetings: _____ Tuesday* _____ Wednesday _____ Thursday _____ Friday

(*2-4:00 p.m. is not available on Tuesday)

Board meeting beginning at: Date: _____ at _____ a.m./p.m.

Board meeting ending at: Date: _____ at _____ a.m./p.m.

Please give a brief description of your meeting for the program book (if applicable):

Meeting Services:

The following services are included:

- Convention staff coordinates the event details prior to convention.

- Basic room setup and signage for the event is provided. However, any labor and audiovisual equipment costs beyond the normal set up fee are the responsibility of the organization.
- Event is listed on the Mennonite Church USA Web site.
- Event is listed in the program book with description and specific time and location.
- Convention staff negotiates costs for refreshments or dinner meal. Organization is responsible to pay for the cost of the food.

Meeting and Registration Service Order Information:

1. **Meeting Coordination Service Packages** (choose A, B or C)
- | | |
|---|-------|
| <input type="checkbox"/> Package A— <u>Nonfood</u> Meeting Coordination & Publicity | \$175 |
| <input type="checkbox"/> Package B—Reception/Meeting with Food Coordination & Publicity | \$225 |
| <input type="checkbox"/> Package C—Dinner Meeting with Food Coordination & Publicity | \$275 |

2. **Registration Service** (optional)
 In addition to Package A, B or C, Convention planning staff will handle registration for your event.
- | | |
|---|-------|
| <input type="checkbox"/> Registration Service includes: | \$225 |
|---|-------|
- Registration for your event is included on the registration form.
 - Convention staff distributes tickets through on-site registration process.
 - Convention staff provides organization with a registration list 90 days, 30 days, and 14 days out.

3. **Room Set up.** Describe preferred room set up for your event:
- A. Stage, podium and one microphone will be provided for groups larger than 100 persons.
- (1) Podium: Yes No
- (2) Head table on stage: Yes No
- B. Audience Seating (indicate 1st and 2nd choices):
- ___ Theater (rows of chairs)
- ___ Classroom (narrow tables)
- ___ Banquet style (round tables)

4. **Equipment to be rented.**
 Indicate below all the audio-visual equipment you will be renting. (A flip chart will be available in each room.)
 You will be charged for all microphones. Rental requests must be made with this form. Prior to the event, you will receive an estimate of the charges and you will be billed later for rental fees. You may bring your own equipment if you like but you will be responsible for all accessories including extension cords.

- A. Microphone:
- Lapel mic (wired)
- Lapel mic (wireless)
- Additional floor mic
- B. A-V equipment:
- LCD projector
- Screen
- DVD player & monitor

5. **Summary:** Choose Package A, B, or C
- | | |
|------------------------------|----------|
| Package A @ \$175 | \$ _____ |
| Package B @ \$225 | \$ _____ |
| Package C @ \$275 | \$ _____ |
| Optional service: | |
| Registration Service @ \$225 | \$ _____ |
| Total Due | \$ _____ |

Please send check payable to Mennonite Church USA with your request.

Return completed form by Tuesday, July 1, 2008 to:

Carol Epp
 Mennonite Church USA, Convention Planning
 1601 West Beardsley Avenue, P.O. Box 1245, Elkhart IN 46515
 Phone 574-523-3048 Fax 574-293-1892
 E-mail: CarolE@MennoniteUSA.org