**Attention Chairpersons or Hosts of Group Meals Procedure**

**Please Read Carefully**

**If your *Special Group Meal* is being held onsite, the arrangements will be run directly through the KI Convention Center in Green Bay by your group’s Chairperson or Host. Please complete this form to list your event on the online registration website and to be assigned a room.**

**IF YOUR EVENT IS BEING HELD OFFSITE, BUT YOU WANT YOUR EVENT INCLUDED IN THE LIST OF EVENTS ON THE ANNUAL CONFERENCE ONLINE REGISTRATION WEBSITE, YOU MUST COMPLETE THIS FORM, ALSO.**

**Return this completed page to: Susan Bresser at** [**susanbresser@gmail.com**](mailto:susanbresser@gmail.com)

Phone #: 262.473.2131 or Fax #: 262.473.2362

Chairperson/Host Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson/Host Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson/Host Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group Meal Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address (if held offsite) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group Meal to be held: (Underline or circle one)

Breakfast - $13 Lunch - $15 Dinner - $22

Friday, June 14 Friday, June 14

Saturday, June 15 Saturday, June 15 Saturday, June 15 Sunday, June 16 Sunday, June 16 Sunday, June 16

Monday, June 17 Monday, June 17

Number of estimated persons if held at KI Convention Center \_\_\_\_\_\_\_\_\_\_\_

(onsite location will be assigned based on this number)

**The final deadline for a meal count and equipment requests is Friday, May 31, 2019 – SEE PAGE 2. This is a drop-dead, no exceptions deadline. We suggest you make your group deadline five to seven days earlier or Friday, May 24, 2019.**

**Deadline for the Special Group Meal count and Equipment Requests at the KI Convention Center Friday, May 31, 2019** **(no exceptions)** if extra persons need to be served the day of the meal, there will be a late fee. *(Please note: this deadline is later than the Annual Conference registration deadline for meals set for May 17th.)*

**All questions or concerns need to be submitted via email to: Susan Bresser at** [**susanbresser@gmail.com**](mailto:susanbresser@gmail.com)

**Equipment needs:** (Tables and chairs are available at no charge.)

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

All groups will receive a brief contract from the KI Convention Center **addressing payment information and equipment needs**. All **fees need to be paid to the KI Convention Center** by check or credit card prior to Annual Conference. Payments may be made by check 10 days prior to the event or by credit card five days prior.

All Special Group Meals served at the **KI Convention Center** will have the same food and beverage items served at the Main Meal. There is a **minimum guarantee of 20 persons** to contract a special meal. Meals will include coffee, iced tea and water. Special meals serving 20-40 persons will be individually plated.

**No food or beverage of any kind will be permitted to be brought in or sold onsite – indoors or outdoors.** This includes snacks and ice cream.

People who have purchased a meal ticket for the Main Dining Room may **NOT** carry their food from the main dining room to the area assigned for special meals. They may attend the meeting after eating in the Main Dining Room or revise their annual conference registration with their confirmation number prior to the May 17th deadline.

**HANDOUTS AND FLIERS**

All handouts and fliers distributed during annual conference must be preapproved by Sam Royappa, Director of Connectional Ministries. If you want a flier posted on the conference online registration website regarding your event, please email it in Word or PDF format to Angela Ullrich in the Conference Office at [aullrich@wisconsinumc.org](mailto:aullrich@wisconsinumc.org) .

Handouts or fliers may be distributed during a special meal only to those guests attending. No handouts and fliers of any kind are to be placed on vehicles.

**Thank You!**

**Friday:** **Lunch** – Plated

* Herb Grilled Chicken Breast
* Mixed Greens Salad
* Seasoned Vegetables
* Bread Service

**Friday: Dinner** - Buffet

* House Smoked Pulled Pork BBQ
* Creamy Coleslaw
* Baked Beans
* Buttered Corn
* Loaded Mashed Potatoes with Scallions Cheddar Cheese, Bacon bits on the side
* Corn Bread
* Cookies

**Saturday:** **Breakfast** – Plated

* Biscuits with Sausage Gravy
* Slices of Bacon
* Country Style Sausage Link
* Breakfast Potatoes
* Sliced Seasonal Fruit/Berries Cup
* Selection of Chilled Juices

**Saturday: Lunch** - Plated

* Salisbury Steak
* Mashed Potatoes
* Mixed Green Salad
* Green Beans
* Bread Service

**Saturday: Dinner** – Buffet

* Oven Roasted Sliced Smoked Turkey
* Stuffing
* Mixed Greens Salad
* Vegetables
* Bread Service
* Vanilla Cheesecake

**Sunday: Breakfast** – Plated

* Assorted Breakfast Muffins, Pastries and Breakfast Breads for the Table
* Scrambled Eggs
* Slices of Bacon
* Country Style Sausage Link
* Breakfast Potatoes
* Selection of Chilled Juices

**Sunday:**  **Lunch** – Plated

* Grilled Chicken
* Mixed Green Salad
* Baby Red Potatoes
* Vegetables
* Bread Service

**Sunday:**  **Dinner** – Buffet

* Herb Pork Loin with Ginger Glace
* Garlic Whipped Potatoes
* Mixed Green Salad
* Vegetables
* Bread Service
* Brownies

**Monday:**     **Breakfast** – Plated

* Bran Muffins or Blueberry Muffins (choose one)
* Sliced Seasonal Fruit and Berries
* Ham & Spinach, Egg Whites Scramble
* Selection of Chilled Juices

**Monday:**     **Lunch** – Plated

* Chicken Parmesan with Mozzarella Cheese over Fettuccine Alfredo
* Vegetables
* Caesar Salad
* Bread Service