

 **General Synod 2019**

 **June 21 - 25 Milwaukee, Wisconsin**

**OPTIONAL DINING EVENT INFORMATION SHEET**

**Optional Dining Event Schedule**

Optional Dining Events (meals) may be scheduled on the following dates:

Dinner - Friday, June 21

Lunch - Saturday, June 22

Dinner – Saturday, June 22

Lunch - Sunday, June 23

Dinner - Sunday, June 23

Lunch - Monday, June 24

Dinner - Monday, June 24

Lunch - Tuesday, June 25

On the attached Optional Dining Event Request Form please indicate your first, second, and third

choices for lunch or dinner dates. Requests will be scheduled in the order in which they are received.

**Fee**

The fee for offering an Optional Dining Event at General Synod is $380. This fee covers the following administrative costs and services:

* Listing of your Optional Dining Event on the General Synod website;
* Inclusion of your event in various informational communications to all General Synod registrants, including the General Synod website and official Synod App;
* Listing of your event on the online General Synod Registration site so that tickets to your event may be purchased during the online General Synod registration process;
* Access to electronic reports which will allow you to continuously monitor your dining event registration and special dietary restrictions of those purchasing tickets;
* Printed meal tickets that will be included with the General Synod registration materials of the dining event attendees.
* Room set-up for your dining event, if held at the Wisconsin Center.

**Request Deadline**

**Please be sure to submit your Optional Dining Event Request Form and payment by Friday, October 5, 2018** in order to list your dining event on the Synod online registration site that is currently under construction. Since we cannot process your request until payment is received, be sure to include a check with your Request Form. Please note that we are unable to accept credit cards.

Please send your check in the amount of $380.00 made payable to the United Church of Christ, along with the attached Optional Dining Event Request Form to: Jan Gomoll, 700 Prospect Avenue, Cleveland, OH 44115

UCC national staff only: Please complete a neon green Journal Entry Form including an authorized signature and the appropriate account number to allocate the expenses. Send the Journal Entry Form with the Optional Dinning Event Request Form to Jan Gomoll.

**Venue**

Wisconsin Center

The primary location for Optional Dining Events is the Wisconsin Center located at 400 West Wisconsin Avenue, Milwaukee, Wisconsin 53203. This large, beautiful facility in downtown Milwaukee offers dining spaces in a variety of sizes and complete catering services.

Other Offsite Locations

If you choose to hold your Optional Dining Event at a location other than the Wisconsin Center, you will contact the venue, secure a contract, make payment and finalize all of your event arrangements directly with the facility. Please note that you will still need to submit the Optional Dining Event Request Form along with your fee so that we can provide all of the services previously listed.

**Menu Selections and Prices**

Attached please find the current Levy Restaurants menu selections and prices. New menus will become available in the next 4 to 6 weeks but Levy Restaurants will honor prices and selections on the current menus. I will send the new menus to you as soon as I receive them. Levy will also customize a menu in order to meet your budgetary restrictions. NOTE: Levy Restaurants menu prices may vary up to 3% per year. Prices do NOT include the Convention Center 22% service charge or 6.1% sales tax. If your group is tax exempt you must provide proof of exemption directly to the caterer. Please see the attached Wisconsin Sales and Use Tax Exemption Certificate.

**Confirmation and Catering Contact**

Once you have returned your Optional Dining Event Request Form and payment by the October 5, 2018 deadline, you will receive a confirmation that will include your event date, time and location. It will also list the name, telephone number and e-mail address of the Levy Restaurant catering personnel who you will contact directly regarding all of your food and beverage details. Levy is the sole caterer of the Wisconsin Center. Confirmations will be sent out by the end of October.

**Audio Visual Equipment, Floral Items, Technical Services**

Next spring (2019) you will receive a service packet that will include forms for ordering audio visual equipment, floral items, and technical services, each at an additional cost. If you are holding your event at a location other than the Convention Center, you will work directly with that venue to arrange for these services.

**General Synod Registration**

All hosts and guests who attend an optional dining event at the Wisconsin Center must register for General Synod. The only exception is Sunday, June 23, which is a registration-free day. There are no registration fees for General Synod visitors on Sunday. Please visit

[www.ucc.org/synod](http://www.ucc.org/synod) to register. Registration opens November 12, 2018.

**Questions?**

If you have any questions, please contact Jan Gomoll at gomollj@ucc.org, 216.736.3809, or toll free at 866.822.8224 Ext. 3809.

Thank you for your timely and complete response which will assist our planning team in accommodating your request and help to assure a successful Optional Dining Event.