

TO: Partnership Ministries/Organizations related to the Greater Milwaukee Synod  
FROM: Mary Romskog, for the Assembly Planning Team  
DATE: March 8, 2013

**RE: 2013 Synod Assembly Display Requests**

The time will soon be here for our 2012 synod assembly. This year's assembly will take place at the Country Springs Hotel/Conference Center in Waukesha, WI. The assembly will begin on Thursday afternoon at 1:00 PM, May 30, 2013, with registration and assembly ministry fair beginning at 3 pm. This will include an ethnic meal for dinner during the ministry fair and then an evening opening worship service. The first plenary session will follow that evening and continue all day Friday and conclude Saturday, June 1st by noon.

We are accepting request forms for having displays set up for the assembly. We've made some changes we hope you'll appreciate concerning our displays this year. We have been able to move displays next door to our plenary sessions so you should enjoy more foot traffic than in the past. In order to do this, we have had to limit our displays to one day, Friday, May 31<sup>st</sup>. You will need to set up and tear down at the beginning and end of the day Friday because we'll use this same space for Saturday morning worship.

If you would like to have your group represented, please fill out the enclosed form and mail or fax (414-671-1756) it to the synod office to my attention or email the information to me at [mary.romskog@milwaukeeesynd.org](mailto:mary.romskog@milwaukeeesynd.org) . **Be sure to include your email address so a confirmation message can be sent to you verifying our receipt of your request for space.** Displays can be set up beginning at 7am Friday morning, May 31<sup>st</sup> in the Grand Salon at Country Springs. You should find a table with your name on it that has reserved your space. Take down for the displays must be completed by 6pm on Friday, May 31st. (There will be a \$10.00 fee for an electrical hook up) . **Deadline for submitting request forms is April 30<sup>th</sup>, 2013.**

If you have any questions, please feel free to be in touch with me at 414-671-1212 or [mary.romskog@milwaukeeesynd.org](mailto:mary.romskog@milwaukeeesynd.org) . Thanks for getting your requests back to us early!

GREATER MILWAUKEE SYNOD ASSEMBLY  
Country Springs Hotel/Conference Center, Waukesha, WI  
May 30, 31 and June 1, 2013

**DISPLAY REQUEST FORM**

ORGANIZATION \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMAIL \_\_\_\_\_

PHONE – work: \_\_\_\_\_ home: \_\_\_\_\_

Subject of material displayed: \_\_\_\_\_

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Number of tables requested: (30 X 96") \_\_\_\_\_

Stand up display \_\_\_\_\_ Table top display \_\_\_\_\_

Electricity needed: yes (include your \$10 fee) \_\_\_\_\_ no \_\_\_\_\_

Special requirements: (you must provide your own TV, VCR, DVD,  
extension cords, etc.)

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**Submit this form by April 30<sup>th</sup>, 2013!** Send to the synod office, Attention  
Mary Romskog, 1212 S. Layton Blvd, Milwaukee, WI 53215; 414-671-  
1212. If you need to cancel this request, please let us know immediately.  
Thanks.