

TO: Partnership Ministries/Organizations related to the Greater Milwaukee Synod  
FROM: Mary Meyer, for the Assembly Planning Team  
DATE: March 8, 2012

**RE: 2012 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 31, 2012, 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 2<sup>nd</sup> by noon.

We are accepting request forms for having displays set up for the assembly. 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@milwaukee.synod.org](mailto:mary@milwaukee.synod.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 Thursday morning, May 31<sup>st</sup> in the Meadowbrook room at Country Springs. Overflow will be across the hall in the Somerset room. You should find a table with your name on it that has reserved your space. Take down for the displays can begin on Saturday, June 2<sup>nd</sup>. (There will be a \$10.00 fee for an electrical hook up). **Deadline for submitting request forms is April 30<sup>th</sup>, 2012.**

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

GREATER MILWAUKEE SYNOD ASSEMBLY  
Country Springs Hotel/Conference Center, Waukesha, WI  
May 31, June 1 and 2, 2012

**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>, 2012!** Send to the synod office, Attention  
Mary Meyer, 1212 S. Layton Blvd, Milwaukee, WI 53215; 414-671-1212.  
If you need to cancel this request, please let us know immediately. Thanks.