

MEMORANDUM

February 2006

To: Display Contact Persons

From: The Rev. Cynthia Schnaath, Assembly Manager

Enclosed is the form for a display table at for the Central States Synod, ELCA Assembly will be held at the Bethany College, Lindsborg, Kansas. For the assembly registration information I ask you to download the information from our web site – www.css-elca.org. Registration documents will be posted in the near future.

This year we have one organization that is purchasing the coffee for the assembly (since we can brew the coffee in the snack bar area of the college), but we are planning on purchasing special travel mugs for each voting member and guest registered. The cost of the mug is \$3.35 a piece. It will have the Bethany College logo and the Central States logo on each one. They will cover the cost of printing. This brings the cost down to \$2.00 a piece. If you are interested in helping purchase the mugs, we would list your organization/ministry as a donor. I am planning on ordering 600 travel mugs.

If you have any questions please feel free to contact me. God's blessings to you and the ministries you serve.

**Central States Synod ELCA
Synod Assembly
June 1-4, 2006
Bethany College, Lindsborg, KS**

Organization/Group: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____

Contact Person: _____

Will this person also be setting up/tearing down the display? ____yes
____no

If not, who is responsible for this? _____

Electrical outlet needed? (Limited number is available) ____yes ____no

Please return this form and your check (\$40) to the Synod Office by March 4, 2006

**Central States Synod
3210 Michigan Ave., Ste #400
Kansas City, MO 64109
Attn: Assembly Displays**

FOR OFFICE USE ONLY:

Form Received: ____/____/____

Display Space # _____

Check # _____ P/A

Confirm. Letter sent: _____

Amount: \$ _____

Other: _____