

Convention & Event Services List

Services are provided *Free of Charge* at the discretion of the Visitor & Convention Bureau for groups who use lodging rooms in Grand Junction. We're here to help you have a successful event. *Please check services you are interested in and return to the VCB staff member you are working with.*

- Lodging and Meeting Room Availability Survey/Site Inspections** – We will query the lodging properties on your behalf and they will respond directly to you with proposals. If you want to do site inspections, we can assist with arrangements and accompany you to help answer any questions.
- Information Resource** – We provide creative suggestions for tours and social events, and are a valuable resource for local service providers such as printers, caterers, guides and transportation companies.
- Customized Group Webpage** – A custom web page can be created with a unique URL that will be housed as an extension of the www.visitgrandjunction.com website easily providing details of your special event and activities in addition to linking to external organization and registration sites.
- Photos for Websites, Conference Program, and Flyers** – The VCB has an extensive library of digital photos for your website and/or conference packets which can be accessed by visiting <http://www.visitgrandjunction.com/media-photo-library>.
- Attendance Builders** – For groups that anticipate 50% or more of the attendees to be from out of Mesa County, *Save The Date Postcards*, both printed (postal mail) and electronic (email or e-postcard) can help build excitement about and attendance at your event. We work with you to create the message and then mail it to your out-of-area list (we do not mail within Mesa County). The VCB designs and pays for printing and postage. For e-postcards, the VCB provides you the electronic file of the finished postcard for you to send to your email list.
- Welcome Packets** – Area information packets include the official visitor guide, restaurant guide, downtown guide and wine tour map. These must be pre-ordered a minimum of 2 weeks prior to the planned pick-up date.
- Helping Hands** – VCB volunteers may help stuff packets and/or registration bags and provide assistance during registration. Our helping hands provide that extra help you always wanted for your event. Services are provided Mon-Fri 8-5 and weekends upon approval based on volunteer availability. Please note: volunteers do not handle money or payment transactions of any kind. Please contact the Visitor Services Coordinator.
- Information Table** - For groups of 200+ attendees, VCB Tourism Ambassadors will staff an area information booth with brochures and maps during registration and peak periods Mon-Fri 8-5 and weekends upon approval based on volunteer availability. An unstaffed information table can also be made available through the entire conference. Please contact the Visitor Services Coordinator.

Name: _____ Event/Group: _____

Phone: _____ Email: _____