



Complimentary Event Services

- ❑ **Bid Preparation & Presentation**
Our sales staff will prepare and present formal bid proposals for conventions and events. The staff will also coordinate and host site visits and familiarization tours.
- ❑ **Hospitality Packets**
We offer information for registration packets including a hospitality bag, Greater Grand Forks Visitors Guide, Visitor Bargain Brochure, and other types of brochures based on availability.
- ❑ **Housing**
We will assist in coordinating housing needs by setting up room blocks.
- ❑ **Event Planner Tool: One of our new complimentary services is the Event Planner Tool. Valued at \$1,500, this tool allows the planner to set up a back-end registration site on our website which is password protected for both the planner and the registrants. You can enter various forms such as registration, meals, tour sign-ups etc.**
- ❑ **Name Badges**
The Greater Grand Forks Convention & Visitors Bureau will provide printed name badges with holders for multi-day conventions and stick on name badges for one-day meetings.
- ❑ **Registration Mailing**
We will provide accommodation guides with a coded map for your mailings. We also offer the use of our bulk-mailing permit to keep your mailing costs low, for qualified mailers (200 plus pieces).
- ❑ **Pre-Event Promotion**
Our staff has the ability to develop and distribute e-mail promotions in a professional and attractive piece for updates to potential attendees. We also provide materials and presentations to take to other events to encourage attendance
- ❑ **Welcome Signage**
We will distribute welcome banner(s) and signage to the host facility(s) as well as city wide welcome signs to area hotels, restaurants, and local businesses for larger groups.
- ❑ **Registration Assistance**
Our professional personnel can assist with convention registration.
- ❑ **Transportation**
Our bureau can provide shuttle bus information and numbers to get groups where they need to go.
- ❑ **Entertainment**
We can assist with arrangements for groups to tour various attractions and provide contact information for speakers and entertainment.
- ❑ **Public Relations/Publicity**
 - ❑ Our qualified staff can supply a contact list of our local and regional media and prepare and distribute news releases.
 - ❑ A media packet for sports events with sample templates is available electronically.
 - ❑ The senior staff members are available to give a welcome during conventions upon request.
 - ❑ Letters of welcome from the mayor(s) of Grand Forks and East Grand Forks are also available.