

STILLWATER CONVENTION & VISITORS BUREAU

Complimentary Services

CONVENTION SERVICES

The Stillwater CVB is committed to helping make your event a complete success. We have the experience to help you, the planner; with the coordination of all your event details. We are here to serve as your one-stop-shop for local tourism and event planning. Additional services not listed will be considered if requested.

The following services are **complimentary** to groups utilizing hotels in Stillwater:

- Collection of hotel rates and their availability
- Collection of meeting facility rates and their availability
- Tour/special event planning ideas
- Liaison with civic officials
- Transportation coordination
- Registration assistance
- Promotion/Publicity assistance
- Area information & brochures
- Volunteer assistance
- Registration personnel

PRE-CONVENTION SERVICES

Site Inspection Arrangements

The SCVB can make arrangements for you to tour the Stillwater hotels and meeting facilities that might be utilized during your meeting.

Tour/Special Event Planning

Arrangements can be made for customized tours, entertainment and special group activities. With a variety of local venues, we can make suggestions, provide contacts and assist in location selections.

Spouse Programs

Shopping, fun tours, educational seminars ... let us help you tailor a program.

Youth Program

A wide variety of exciting activities, ranging from recreation center programs to outdoor sporting activities, can be arranged for children of all ages.

Transportation Coordination

Transportation coordination is available to groups using facilities located within the city limits of Stillwater.

Promotion Assistance

We can help arrange a "Welcome" address from the Mayor of Stillwater or other City Officials. Welcome letters can also be made available upon request.

Welcome Packets

We can provide complimentary Stillwater goodie bags for your attendees. Promotional items, including *Stillwater Visitors Guides* and Stillwater maps can be included for the bags.

Meeting Publicity

The SCVB provides information and consultation regarding all your publicity needs to help spread the word.

- Free Local Publicity – Television, Radio, Web and Print
- Arrangement of Press Conferences
- Press Release Distribution
- Local Press Contacts
- Distribution of Flyers in CVB Office

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Stillwater Convention and Visitors Bureau