

## MENU OF SERVICES



### WELCOME TO OUR COLLECTION OF CURIOUS COMMUNITIES

We look forward to welcoming your group to the Iowa City area! This menu of services provides a glimpse of the many services we offer to help make your group's experience memorable. We welcome you to take a look and ask us how we can meet your individual needs and personalize our services.



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**THINKIOWACITY.COM**



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## CONVENTION & EVENT SERVICES

### *Site Visit*

Familiarize yourself with the facilities, community and activities in our area by scheduling a site visit.

### *Online Booking Service*

Allow attendees to easily make hotel reservations online with our Meetingsmax booking system.

### *Vendor Referrals*

We are happy to recommend local vendors for any event services you may need.

### *Registration & Information*

Allow our local experts to assist with your registration or information table. Our Community Concierge team can answer attendee questions about the area, from parking and dining to local tips.

### *Off-Site Events*

If you're looking for a venue to complement your conference space, we can suggest off-site locations to best fit your needs and group size for breakout sessions, social events and more.

### *Itinerary Ideas*

There are a number of unique activities we can help arrange in your schedule to suit whatever time you may have available. We are happy to customize these for you!

### *Welcome Materials*

We gladly provide welcome bags, which include our Visitor Guide and coupons, as well as custom welcome signage at no charge. We can also arrange welcome remarks by local community leaders.

## MARKETING SERVICES

### *Visuals*

We can provide area images and access to our promotional video to help your attendees look forward to their visit.

### *ThinkIowaCity.com*

Visit [ThinkIowaCity.com/planners](http://ThinkIowaCity.com/planners) for an online toolkit to assist throughout your planning process. We can also create a custom microsite for your group to house relevant and helpful information for attendees.

### *Press Releases*

Send us your press release and we can share with our local media partners.

### *Public Event Promotion*

Any events connected to your meeting or conference which are open to the public may be included in our online calendar of events. We can also help promote these events at Iowa City area roundtable networking lunches.

### *Gift Basket*

Need an auction item? We will donate a local gift basket to support your event and cause.

### *Social Media Interaction*

Encourage your attendees to tag your event location or use #ThinkIowaCity to display conference-related photos on a welcome screen or before sessions via a custom web link.

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