

# MENU OF SERVICES

**Congratulations on booking your meeting in Madison!** We look forward to welcoming your group and want to begin by letting you know about the many services we offer to make your experience in Madison memorable. This menu of services is a starting point—but we are pleased to offer personalized services that meet your event planning needs. It's one of the many reasons we were selected as "Most Helpful CVB" by the readers of *Wisconsin Meetings* magazine!

## MARKETING SERVICES

### Letters of Welcome

Make it official—greet your attendees with a welcome from community leaders including Wisconsin's State Governor, Madison's Mayor, the Dane County Executive or Destination Madison President & CEO.

### Visuals and Videos

Get your attendees excited about all Madison has to offer by incorporating imagery and videos into your marketing materials. We've curated a downloadable collection just for planners!

### visitmadison.com

Encourage your attendees to bookmark our website, which is a wealth of information about things to do in Madison.

### Visitors Guides & Maps

Request copies of our printed guide and map to give your guests the official resource on places to play, stay, shop and dine in our destination.

### More to Explore

We offer additional services to help planners prep for a successful event:

- Milestone Emails—we'll message you with helpful reminders at key points in your planning
- Online Tool Kit—all of our services, listed in one single place on our web site
- Online Events Calendar—discover additional things to do during your time in town
- Online Itineraries—Ideas for interest-based activities, all available under the Plan section of our site

## CONVENTION & EVENT SERVICES

### Site Visits

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

### Online Housing Service

Allow attendees to easily make reservations—day or night—with our Meetingmax online booking system. (Inquire about fees and timeline.)

### Vendor Referrals

We have a long list of vendors to help with your detailed needs, from signage to security and everything in-between!

### Registration & Information Assistance

Allow our local experts to assist your registration team. Our on-site staff can answer any question about Madison. (Requires an hourly fee and minimum time block.)

### Off-Site Events

Seeking a special venue to complement your conference space? We have ideal spots for breakout meetings, evening events and more.

### Itinerary Ideas

If free-time fun is on your agenda, we're prepared to provide information about transportation, events and area attractions.

Discover more ways we can make your meeting memorable at [visitmadison.com/planners](http://visitmadison.com/planners). To discuss details and deadlines for securing any of these services, contact our Convention & Event Services Team at 800-373-6376.

