



## **Meeting & Event Services Assistance**

*(updated 6/28/2023 - NH)*

### **Pre-Meeting and Event Services:**

- **Familiarization Tour:**
  - Arrange a familiarization tour of our community to better acquaint you with our local hospitality industry partners.
  
- **Site Inspection:**
  - Coordinate tours of Stillwater hotels, meeting facilities, and event venues that may be utilized during your meeting or event.
  
- **Hotel Room Blocks:**
  - Coordinate hotel room inventory availability and rates.
  
- **Meeting Facility or Event Venue:**
  - Collect meeting facility or event venue options, availability, and rates.
  
- **Catering:**
  - Collect catering options, availability, and rates.
  
- **Transportation:**
  - Contact with and availability of varying transportation options if needed.
  - There are also several state-wide transportation companies that will assist with your specific needs and are familiar with Stillwater.
  
- **Tours / Special Events:**
  - Provide suggestions and contacts for customized tours, entertainment, or special group activities.
  
- **Spouse Programs:**
  - Arrangements can be made with local retail areas or attractions to provide activities specifically for your group.
  
- **Family / Youth Activities:**
  - A variety of activities ranging from a visit to Lost Creek Safari, Oklahoma's only USDA Certified Exotic Animal Park, The National Wrestling Hall of Fame and Museum, or classes at the Prairie Arts Center can be arranged for children/families of all ages.
  
- **Local Marketing and Public Relations Assistance:**
  - See the "Marketing & Public Relations Assistance" summary, available from the Visit Stillwater team or online at [www.VisitStillwater.org](http://www.VisitStillwater.org).
  - Online – Website & Social Media
  - Press Release Distribution
  - Television
  - Radio
  - 24/7 Visitor Information Center
  - Outdoor banner placement at the Visit Stillwater Office

- **Meeting Space for Use by Your Coordinating Committee:**
  - The Visit Stillwater conference room is available for your meeting or event coordinating committee to utilize for planning purposes.

### **Visitor Development Incentive Grant:**

- **Grants for Meetings and Events that Meet Established Criteria:**
  - See “Grant Guidelines, Event Coordinator(s) Requirements, Instructions to Receive Visitor Development Incentive Grant” available from the Visit Stillwater team or online at [www.VisitStillwater.org](http://www.VisitStillwater.org).

### **Meeting and Event Services:**

- **Local Marketing and Public Relations Assistance:**
  - See the “Marketing & Public Relations Assistance” summary.
- **Visitor Guides:**
  - Copies of the *Stillwater Guide to the Local Scene* are available for distribution in your registration mailings and/or at your registration table.
- **Visitor Bags:**
  - Visitor bags are available for distribution at your registration table.
  - *Stillwater Guide to the Local Scene* is a required addition to your bag contents.
- **“Welcome”:**
  - We can provide contact information or help you arrange a “Welcome” from a local City representative or official.

### **Post-Meeting and Event Services:**

- **Local Marketing and Public Relations Assistance:**
  - See “Marketing & Public Relations Assistance” summary.
  - Press release distribution to promote meeting or event results, winners, and the date of your next meeting or event.
- **Meeting Space for Use by Your Coordinating Committee:**
  - The Visit Stillwater conference room is available for your meeting or event coordinating committee to utilize for wrap-up purposes.

For more meeting or event planning assistance contact:

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