

# COME FIND US. THEN SEE US GO THE EXTRA MILE.



**From start to finish, the award-winning team at Visit Rochester is at your service, for whatever you may need to make your event a success.**

## OFFERINGS

**Event Enhancement:** Make your event one to remember and create a unique experience for your vendors/sponsors and attendees.

**Promotional Design:** We can provide personalized promotional designs for your event that can be used in programs, newsletters, or as a handout at a prior conference. We also offer promotional flyers/brochures and other options for your prior year conference promotions.

**Video Presentation & Photo Library:** Visit Rochester has beautiful, dynamic photos and videos of Rochester's meeting facilities, services, accessibility, and attractions that will generate enthusiasm and build excitement for your upcoming event.

**Local Publicity Assistance:** Visit Rochester's public relations department is ready to assist with contacts in local print and broadcast media, as well as support with publicity efforts for your event, including assistance with press releases, personalized micro sites, blog posts and more.

**Community Connectivity:** We are ready with creative suggestions to fit a variety of needs and have 400+ members who are ready to welcome your guests!

**Registration Assistance:** Trained hospitality professionals can be available to assist you on-site or get your event off to a great start and providing a friendly, courteous welcome for your guests. Registration services are available to print name badges for last minute registrants, or your entire group with advance notice.

**Hospitality & Concierge Services:** An assortment of information about attractions, restaurants, shopping areas, recreational facilities, detailed maps and special events throughout the Greater Rochester area can be made available for your attendees. We can provide concierge services prior to your event to assist guests in planning their trip to Rochester.

**Special Activities:** There are wonderful opportunities throughout the Greater Rochester and Finger Lakes area for off site excursions, tours, receptions and program planning.

**Dignitary Liaison:** Visit Rochester is happy to assist in the request for welcome letters and/or welcome addresses from local dignitaries.

**Creative Consulting:** Our team is happy to assist with developing social media strategies, designing program books and much more!

**Additional Services:**

- Community Give Back Opportunities
- Custom Map Creation
- General Event Consulting
- Participation in Event Organizing Committees
- VIP Gifts
- Welcome Signage

*Please note that the services listed are examples of our most utilized offerings, but we can customize a plan that will help meet your events needs and goals.*

**Visit Rochester asks that in exchange for our services you provide the following:**

- Send destination information to attendees via email within one month of registration opening
- Include Visit Rochester information in any newsletters sent to attendees or potential attendees
- Include a Visit Rochester link and any necessary related information on convention or organization website.

***Services may involve special requirements or fees.***

***Questions about services, fees and other information can be directed to the Event Services team.***

## YOUR EVENT SERVICES TEAM



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