

EVENT SERVICES

The Springfield Convention & Visitors Bureau is ready to assist with your event or meeting. If you need services not listed, contact the CVB's Event Services department at **800-678-8767** and we will be happy to assist in any way we can.

PLANNING ASSISTANCE

The Springfield CVB provides the help needed to make your meeting a complete success. This includes assistance with outside services such as spouse activities, pre or post-event tours, color guard, entertainment, photographers caterers and more.

CITY WELCOME

With advance notice we can arrange for an official city or CVB representative to provide a welcome address during your event. We can also arrange for welcome letters to be placed in your program from city and/or state officials.

VISITOR INFORMATION

The Official Springfield Area Visitors Guide with a pull-out Springfield map and coupon section is available for each of your delegates.

ATTENDEE NAME TAGS

Name tags can be provided for each attendee. We can print name tags at 20 cents per line or provide name tags for you to print at no charge.

BROCHURE BAG

A brochure-sized bag can be provided that can be used for your registration materials and the Springfield Area Visitors Guide.

MEDIA CONTACTS

Lists of area and local media contacts are available for your use in promoting your event.

SPRINGFIELD CALENDAR OF EVENTS LISTING

Any events open to the public can be placed on the SpringfieldMo.org online calendar of events at no extra charge.

ADVANCE PROMOTIONAL MATERIALS

At your request, the CVB will provide an Official Springfield Area Visitors Guide to each of your attendees in advance of your event to promote attendance or to help them make pre-event and post-event plans.

PHOTOGRAPHY

With prior approval, the CVB's extensive photo gallery, featuring all there is to do and see throughout the Springfield area, is available for use in event publications or your organization's website to promote Springfield as your host city.

ATTENDANCE BUILDERS

Let the CVB help generate attendance at your event through social media posts, custom e-mail delivery, promotional videos and more.

FOR GROUPS USING 400 OR MORE ROOMS ON PEAK NIGHT:

SHUTTLE SERVICE

With notification during the bid process, shuttle service can be arranged between headquarter venue and overflow properties.

CENTRALIZED HOUSING

A web-based reservation service that includes a reservation website, e-mail acknowledgements and reservation reports is available to simplify the lodging reservation process.

INFORMATION HOSPITALITY TABLE

During registration or other high-traffic times, an information booth can be provided for your attendees.

REGISTRATION ASSISTANCE

The CVB will be happy to arrange personnel to assist with registration during your event.

WELCOME SIGN AT SGF

Allow us to be the first to welcome your attendees when arriving at the Springfield-Branson National Airport.

Additional meeting planning tips can be found at blog.empowermint.com



Springfield Convention & Visitors Bureau
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Springfield, MO 65806
Ph: 800-678-8767



Visit our website for more information and directions to attractions, retailers and restaurants at www.SpringfieldMo.org

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