

# The Services Series: 5 STEPS TO MEETING GREATNESS... WHEN YOU BOOK THROUGH VISIT TUCSON

## 1. BRING IT!

You have selected Tucson as the destination for your convention, meeting or reunion. We couldn't be more delighted! Since you're "bringing it" here, we encourage you to learn more about the FREE services available to you and your group from Visit Tucson Convention Services. Please review the following information and let us know what we can do for you. During the coming months, we'll send you 4 more emails explaining timely services for your meeting that will help you Build It, Plan It, Order It, and Love It! Watch for emails on these subjects.

## 2. BUILD IT!

Round out your program using our local partners! Whether you need charter transportation, food trucks, attractions or a mariachi band, Visit Tucson partners have you covered. Look for a special link for booked clients in the "Build It!" email so you can see who is offering discounts. You can find more partners on our [Suppliers and Services page](#), or contact us for additional referrals.

## 3. PLAN IT!

Market your convention to your prospects using our e-promo card. Available in three different colors and designs, these customized e-mails may be used for Save the Date promotions, a link to registration forms, or hotel deadline reminders. Your meeting name, logo and copy can be paired with Visit Tucson destination graphics. Watch carefully for the email about this popular tool and how to use it.



EXAMPLES



Customized destination videos, microsites and an online gallery of high-resolution images rounds out our promotional offerings.

## 4. ORDER IT!

When your group arrives in Tucson, our services continue. We offer a variety of "welcome" products and services, such as free delivery of our Official Travel Guides and other items, and depending upon the room nights consumed, temporary help and a staffed, decorated information table on your peak arrival day. One of us will reach out personally a few weeks in advance to help you finalize plans.

## 5. LOVE IT!

It is our pleasure to be of service to you. If you don't see what you're looking for in this overview of our services, please call us. If we don't know the answer, we'll quickly find someone who does. If you need any of this information sooner than we've scheduled it, tell us and we'll provide it right away. Need something e-mailed again? No worries! We can resend it so it's at the top of your inbox. Don't want to hear from us at all? Let us know and we'll take care of that too. We hope you'll take advantage of all our services. They're a great way to free up your time and ....**Free Yourself!**<sup>®</sup>

**Jane Roxbury,**  
Director, Gem Show and Convention Services  
800-638-8350 X 144 |  
[jroxbury@VisitTucson.org](mailto:jroxbury@VisitTucson.org)

