

## CONVENTION AND VISITORS BUREAU

The ICVB operates on a separate email system from the City of Irving and the Irving Convention Center (ICC). All CVB staff members can be reached at 972-252-7476, or via email ([firstname.lastname@irvingtexas.com](mailto:firstname.lastname@irvingtexas.com) e.g. [mgast@irvingtexas.com](mailto:mgast@irvingtexas.com)). City staff are not able to access the working ICVB staff calendars via the City's Outlook system. A City of Irving email address will be issued to each CVB employee ([firstname.lastname@irvingtx.gov](mailto:firstname.lastname@irvingtx.gov) e.g. [mgast@irvingtx.gov](mailto:mgast@irvingtx.gov)).

The CVB is responsible for direct oversight of the Irving Convention Center, and in that role, oversees the 3<sup>rd</sup> party firm (Legends Global) that has been contracted to operate and manage all facility services. Convention Center employees are not City of Irving/CVB employees.

<b>Management Operations Team</b>			
<b>Executive Director Maura Gast</b>	<b>Sales/Services Lori Fojtasek Assistant Executive Director</b>	<b>Marketing/Comm. Monty White Assistant Executive Director</b>	<b>Finance/Administration Susan Rose Assistant Executive Director</b>
Department Management Board relations Convention Center City Council requests CMO requests Industry issues Special projects Legislative issues	Direct sales Client development Representation firms Hotel proposals Vendor proposals Convention Center bookings Customer services Event management Industry relations	Advertising Websites Public Relations Media Relations Branding Research Collateral Advocacy Film inquiries Industry relations	Accounting Purchasing Network Technology Administrative staffing Agenda postings Legislative issues Temporary staff Human Resources liaison Industry relations
<b>If you have a question about ...</b>		<b>Contact</b>	
Assistance with Irving hotels for booking meetings & events		Lori Fojtasek, Matt Tungett	
Corporate A-K		Cheryl Hopkins, Donna Groves is back up	
Corporate L – Z		Donna Groves, Cheryl Hopkins is back up	
SMERF Market		Breanna Gallagher, Lori Mansell is back up	
Sports Market		Matt Tungett, Lori Fojtasek is back up	
State & National Association		Lori Mansell, Breanna Gallagher is back up	
Assistance with Irving industry suppliers for vendor referrals		Wendy Foster, Kathy Levine is back up	
Database inquiries, research statistics, industry data		Monty White, Anabel Espinoza, Carol Boyer	
Media Inquiries, Requests		Monty White, Lori Sirmen	
Graphic Design		Breahn Fisher	
Convention Center Operations & Management		Maura Gast	
Convention Center – Booking the facility		Lori Fojtasek, Matt Tungett	
ICVB & convention center websites, listings & calendar of events		Kayla Mansour, Breahn Fisher	

Social Media	Kayla Mansour
Advertising	Monty White
Collateral reorders	Anabel Espinoza
Purchasing, Bids	Monica Soto, Marianne Lauda, Susan Rose
Office Supply Orders	Carol Boyer, Brenda Lopez
Speaking Requests, Interviews	Monty White, Lori Sirmen
Budget	Marianne Lauda, Susan Rose
Invoices/Payments	Monica Soto, Marianne Lauda
Legislative Support	Maura Gast, Susan Rose
Emergency Call List	Carol Boyer, Susan Rose
Maura Gast's calendar	Maura Gast, Carol Boyer
Travel Arrangements for Executive Director	Carol Boyer, Maura Gast
General Visitor Information	Carol Boyer
Technology Issues	Brice Petty
Film Inquiries	Monty White
Convention Services	Wendy Foster (hotels), Kathy Levine (ICC)
General Office Questions	Carol Boyer, Susan Rose
Payroll	Carol Boyer, Brenda Lopez
Questions regarding ICVB Board, its officers, etc.	Maura Gast, Carol Boyer, Susan Rose
Sponsorships – Community & Civic Events	Susan Rose
Sponsorships – Industry Events	Monty White
Sponsorships – Regional & National Events	Lori Fojtasek
Industry Issues – Zoning, Legislation, Code, etc.	Maura Gast, Susan Rose
Shipping to trade shows or events	Brenda Lopez, Anabel Espinoza
Mail Receiving	Carol Boyer
Postage Machine	Monica Soto
General Office Machines	Carol Boyer
Meeting/Event Planning Internal and External	Wendy Foster, Carol Boyer