



The **Roanoke Valley hospitality industry** is committed to making our destination, your convention destination. One of the benefits of booking an event through the **Roanoke Valley Convention & Visitors Bureau (RVCVB)** is the professional and experienced staff at the RVCVB, who can provide Meeting Planners with a variety of complimentary support services through every step of your event.

#### **OUR COMPLIMENTARY SERVICES INCLUDE:**

##### **Pre-convention Attendance Building & Meeting Promotion**

- Assist with providing a convention landing page on the RVCVB's website for qualified, city-wide events
- Provide **Virginia's Blue Ridge** images to enhance conference websites, newsletter and presentations
- Provide welcome materials such as PowerPoint, video, and/or welcome letter from Government Official and/or CVB for qualified events
- Assist with dissemination of information to local media outlets

##### **Meeting & Event Planning Assistance**

- Assist with facilitating event programming and/or leisure activities
- Provide comprehensive list of off-site venues for events, teambuilding exercises, etc., restaurants suitable for groups, and assistance with acquiring local service providers such as speakers, entertainment, A/V providers, transportation providers, etc.
- Assist with special events such as local tours, scavenger hunts, poker runs, dine-arounds
- Assist in coordinating with governmental agencies (i.e., Police, EMS, Code Officials) to facilitate meeting requirements such as security, traffic assistance, permits
- Serve on planning committee for qualified, citywide events when possible
- Provide information to assist with sponsorships and donations
- Assist with requests of Government Official to provide welcome address



##### **Social Responsibilities**

- Provide a list of local charities that can benefit from a group donation, or from donation of leftovers from your event
- Assistance in connecting with local organizations that can facilitate a group service project



##### **Visitor Information & In-Kind Services**

- Provide **Travel Guides, Maps, Visitor and Tour Information**
- Provide promotional materials for qualified events
- Provide a **Hospitality Visitor Information Table** at meeting site for qualified, citywide events with 400 or more attendees. An unstaffed table may be available for qualified events with less than 400 attendees if resources are available. We will do our best to accommodate weekend setups.