

Convention/Meeting, Event & Tournament Services

Let our Group Event Sales Dept ease your planning process and assist you in assuring your event is a success. In addition to the general services listed below, Wayne County Convention and Tourism Bureau will assist with other event planning projects and goals just let us know your vision and needs.

Destination Richmond

- Professional event proposal (**Request an RFP**)
- Coordinating and conducting hotel and event venue site visits
- **Site Visit (Request a site visit of Richmond)**

Attendance Builders

- Wayne County Discount Cards (Free for each participant with over 47 area discounts)
- Wayne County Flavor Cards
- Visitor Guides
- Area Unique Dining, Shopping and Attraction maps
- Chance to Win an overflowing gift basket
- Pre- Promotional Area Teasers and Links for promotional on event website
- PR – Event promotion to media outlets

General Services

- Event Housing Reservation flyer (including property descriptions and quoted event rate)
- Personalized Event Facility Map
- Event welcome on area marquees
- VIP letters of welcome- mayoral, county-wide for program books, website posting or registration bags. *(your group will feel acknowledged and welcome)*
- Event Registration bags
- Self Touring Guides for each participant or Area Touring can be set up for groups.
- Welcome/Opening ceremony
- Event Staff accommodations assistance
- Equipment rental assistance
- **Event Services Request form**

Event Housing/Reservation Service

- **Review ALL lodging facilities**
- Request “Special Event Rate” Reservations Online.
- Request “Special Event Rate” Reservations Toll Free : 800-585-2882
- Book online *(special rates not avail for this option)*

Participant/Visitor Information Desks

- If desired Wayne County CTB will set up an area, “**Tourism Information Booth**” on site at your event to help your guests find their way around and to their points of interest. Volunteers will man the booth during the requested hours to answer any questions and extended some *Hoosier Hospitality* to your participants.
- A Wayne County CTB “**Tourism Information Table**” is another option that can be set up during your event for your participants to have visitor information on site to check out during their leisure time.

Promotional Items/Event Materials Available ~*(Advanced notice is required)*

- Registration Bags
- Convention Totes
- Name Tags
- Others by request or visit our “**Old National Road Welcome Center Online Gift Shop**”.