

# Complimentary Services for Meetings

Provided by the Janesville Area  
Convention & Visitors Bureau

*The Janesville Area CVB is here to assist you...*

## PRE-CONVENTION CONSULTATION

- Check meeting facility availability and obtain quotes
- Check availability of lodging & establish room blocks
- Assist with bid creation and presentation
- Site inspections at hotels, attractions and meeting venues
- Request for proposal assistance

## REGISTRATION SUPPORT

- Complimentary Janesville information: brochures, maps, guides, calendar of events, coupons
- Welcome packets
- Customized name badges
- Volunteer assistance: registration, concierge services, information table

## PROGRAM ASSISTANCE

- Liaison between meeting planner and facility (if needed)
- Assist with meal and transportation planning
- Convention welcome address
- Organize off-site activities, spouse tours, dining & shopping
- Area business referrals

## PUBLIC RELATIONS

- Prepare and distribute media releases—television, radio, newspaper
- Provide photos and video of the Janesville area



# JANESVILLE

*Wisconsin's Great Outside*

To coordinate your FREE  
assistance, please contact:



**LORI JOHNSON**  
Meeting Sales Director  
[meetings@janesvillecvb.com](mailto:meetings@janesvillecvb.com)

For more information visit  
[janesvillecvb.com](http://janesvillecvb.com)  
or call (800) 487-2757

**JANESVILLE AREA**  
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