

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

For more information visit
janesvillecvb.com
or call (800) 487-2757

JANESVILLE AREA
Convention & Visitors Bureau

