

# Let us help you make your event a standout with our Event Planner Tool.

## Can you answer “yes” to any of these questions?

1. Are you planning an event in Greater Grand Forks?
2. Are you looking for a way to promote your event to potential participants?
3. Would you like to be able to accept registrations via the web in a secure environment?
4. Does cost enter in to your promotional decisions?

If so, please let the Greater Grand Forks Convention & Visitors Bureau assist you via our website's event planner tool at [www.visitgrandforks.com](http://www.visitgrandforks.com).

This service allows you to have your own “mini-website” for your Greater Grand Forks event at no charge. The cost benefit to your organization is between \$1,500 and \$2,000.

This is just one of the many complimentary services the CVB offers to make your greater grand forks event simply grand!

## Follow these simple steps to get your “mini-site” started:

1. Contact the CVB services department with your request to set up the area and provide our staff with:

Contact name	Event location
Phone number	Password and username for planner
E-mail address	Password and username for participants
Event dates	
2. Answer the following questions:
  - Do you want forms available for display (e.g., registration)?
  - Do you want to be able to accept credit cards (secure)?
  - Do you want printable versions of your forms?
3. Enter in as much or as little information as often as you wish for your event.

**simplygrand** GREATER GRAND FORKS CONVENTION AND VISITORS BUREAU  
GRAND FORKS, ND | EAST GRAND FORKS, MN

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**Meeting & Event Planning: Event Planner Login**

**Make your job easier with our online planning tool**

Use this simple online tool to organize your event and keep your participants up to date on all the latest event details.

Here's a quick look at what you can do:

- Compile all event information, including time, place and agenda, in one convenient place, and then continue to add updates and details as planning progresses.
- Add hotel information so that participants know what's available at what price.
- Customize your information request forms so that you plan accordingly and accommodate the specific needs of your participants.
- Compile a list of registrants, along with information about them, which can then be exported to an excel spreadsheet.
- Allow participants to learn all about your event online and to get updated information as it becomes available.
- Allow participants to register online.

Ready to see how easy it is or learn more? [Get started now.](#)

Username:

Password:

REQUIRED FIELDS

• Weather/Road Conditions • Directions/Maps • Moving to the Area • Deals & Discounts

• Contact Us • Site Map • Videos • Local Sports Organization Page

Search

**Greater Grand Forks Convention & Visitors Bureau** | [Email Us](#)  
4251 Gateway Drive • Grand Forks, ND 58203 • Toll-Free: 800-866-4566 or Local: 701-746-0444

# Sample Form

## Planners

This is an example of what your event organizer can input into the free GGFCVB Event Planner Tool. The information can then be used by your event attendees for planning, and registration if you choose. A representative from the CVB is available to teach someone in your organization how to use this tool at no charge.

**Meeting & Event Planning: Online Event Planner**

LOGOUT

Event Information

Below are the event information you have entered.

Edit event information

Date:	1/23/2008
Title:	ND Tourism Conference
Event Planner User:	NDTC
Event Planner Password:	NDTC
Email:	julie@visitgrandforks.com
Phone Number:	701.746.0444
Participant User:	NDTC
Participant Password:	NDTC
Display Form?	Yes
E-commerce Form?	Yes
Printable Form?	Yes
Location Other:	Alerus Center 1200 42nd Street South  Grand Forks, ND 58201
Description:	For the first time, the North Dakota Tourism Conference will be held in Grand Forks at the Alerus Center, April 27-29, 2009. The focus of the conference will be entrepreneurship and innovation in tourism. There will be all sorts of special events as tourism and hospitality professionals from around North Dakota convene in Greater Grand Forks.
Agenda:	<u>Monday, April 27, 2009</u> 3:00 p.m. - DMAND Meeting (tentative) 4:00 p.m. - Registration Begins 6:00 p.m. - Welcome to GGF Kick-Off Event  <u>Tuesday, April 28, 2009</u> 8:00 a.m. - Continental Breakfast with Exhibitors 9:00 a.m. - General Session 10:30 a.m. - Breakout Sessions 12:00 p.m. - Luncheon with ND Governor's Awards on Tourism 2:00 p.m. - Breakout Sessions 3:30 p.m. - Breakout Sessions 5:00 p.m. - Reception 6:30 p.m. - Dine Around  <u>Wednesday, April 29, 2009</u> 8:00 a.m. - Continental Breakfast with Exhibitors 9:00 a.m. - General Session 10:30 a.m. - Breakout Sessions 12:00 p.m. - Lunch with ND Tourism Presentation

Hotels

Additional Form Fields

Registrants

# Sample Form

## Participants

This is an example of what participants attending your event can review about your event when you use the GGFCVB Event Planner Tool. This free service acts as a mini-website for your event.

**Meeting & Event Planning: Online Event Participants**

**ND Tourism Conference 1/23/2008**

LOGOUT

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REGISTER ONLINEPRINT FORM

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Location:

Alerus Center  
1200 42nd Street South  
Grand Forks, ND 58201  
[Map It!](#)

Hotels:

**Canad Inns Destination Center**

1000 South 42nd Street  
Grand Forks, ND 58201  
(701) 772-8404  
[Map It!](#)

Room Type	Block Size	Price	Expiration	Arrival	Departure
Deluxe	125	\$80.00	3/25/09	4/25/09	4/28/09

Reservations should be made directly through the hotel, which is attached to the Alerus Center. Waterpark passes available at an additional charge.