

Grand Cities Destination Planning Guide

Grand Cities...where you'll find a warm welcome and everything you need to make your next meeting, conference, convention, athletic tournament or special event a spectacular success. Impressive facilities rarely found in communities our size, comfortable, convenient and affordable lodging, great food, courteous service and lots of assistance from our Convention and Visitors Bureau, all await you.

Our professional staff

We're geared up to help you throughout the event planning process, from finding exactly the right type of facility to making sure all the pieces fall easily into place from beginning to end.

Complimentary event services

- **Bid preparation and presentation**
Our sales staff will prepare and present formal bid proposals for conventions and events. The staff will also coordinate and host site visits and familiarization tours.
- **Hospitality packets**
We offer information for registration packets, including a hospitality bag, Greater Grand Forks Visitors Guide, Visitor Bargain Brochure, and other brochures based on availability.
- **Housing**
We will assist in coordinating housing needs by setting up room blocks.
- **Name badges**
The Greater Grand Forks Convention & Visitors Bureau will provide printed name badges with holders for multi-day conventions and stick-on name badges for one-day meetings.
- **Registration mailing**
We will provide accommodation guides with a coded map for your mailings.
- **Entertainment**
We can assist with arrangements for groups to tour various attractions and provide contact information for speakers and entertainment.
- **Pre-event promotion**
Our staff has the ability to develop and distribute a professional and attractive e-mail promotion piece for updating potential attendees. We will also provide you with materials and presentations to take to other events for attendance promotion.
- **FASA BreakAway Lounge**
The CVB will provide eligible youth groups a space to get away and relax. It will be supplied with video game systems (Wii, Xbox, etc.), portable DVD players, along with movies and TV series', snacks and beverages.

A snack bag of drinks and treats can also be provided to each player if a group is unable to make arrangements for a room to host the electronic games and snacks: please contact our CVB Services person to discuss.

- **Welcome signage**
Multi-day events will receive a welcome banner and signs which may be displayed at the host facility. Vertical schedules of your event may also be available to your group; please inquire. For large events, we will also distribute welcome signs to area hotels, restaurants and businesses.
- **Registration assistance**
Our professional personnel can assist with convention registration.
- **Transportation**
We will provide you with shuttle bus contact information to help get your group where it needs to go.
- **Public relations/publicity**
Our qualified staff can supply a contact list of our local and regional media and prepare and distribute news releases, along with pre-event promotion e-mail blasts. The senior staff members are available to give a welcome, during conventions, upon request. Letters of welcome from the mayor(s) of Grand Forks and East Grand Forks are also available.
- **Event planner tool**
This valuable feature allows your event attendees to register and/or pay online for your convention, conference or sporting event. As the planner, you can either enter all the information yourself or have one of our qualified staff assist you.
- **VIP gifts**
Based on event size, the CVB may be able to provide gift plates/baskets for your event VIPs. These typically include popular locally-made food and beverage items, along with a variety of accompaniments.

- **Flip video**

While you are in town enjoying our venues, parks and shopping, check out a flip video and take some candid video of what you saw and liked. Turn the camera back in; we'll edit the family friendly content and post on our website.

- **Grand Forks Herald Wrap Welcome**

We will include your event on the front page of the Grand Forks Herald Wrap, as a welcome to your event. This GF Herald Wrap is included in all weekend newspapers delivered to area hotels for their distribution, as well as once per week delivery to 20,000 surrounding community subscribers.

- **LCD Projector**

Need to give a presentation? You're welcome to use our LCD projector—free of charge—at any Greater Grand Forks facility.

Group tour services

- Step-on guide service for city tour
 - Itinerary planning
 - Assistance with arrangements for tours, restaurants and hotels
 - Promotional materials—video, photos and brochure shells
 - Visitor Center reception
- Add to that small-town hospitality, competitive pricing and quick and easy access to facilities and housing, and you have all the ingredients for a Simply Grand event. Come join us in the friendly cities of Grand Forks, North Dakota, and East Grand Forks, Minnesota.

Contact information

To learn more about making your event a big success:

- Visit our website at www.visitgrandforks.com
- Contact the sales department at the Greater Grand Forks Convention & Visitors Bureau at 1-800-866-4566 or (701) 746-0444 or email: sports@visitgrandforks.com