



## **Meeting & Event Services Assistance**

*(updated 6/30/18 - neh)*

### **Pre-Meeting and Event Services:**

- **Familiarization Tour:**
  - Arrangements for a familiarization tour of our community to better acquaint you with our local hospitality industry partners.
  
- **Site Inspection:**
  - Coordination for you to tour the Stillwater hotels, meeting facilities, and event venues that may be utilized during your meeting or event.
  
- **Hotel Room Blocks:**
  - Collection of hotel room inventory availability and rates.
  
- **Meeting Facility or Event Venue:**
  - Collection of meeting facility or event venue options, availability and rates.
  
- **Catering:**
  - Collection of catering options, availability and rates.
  
- **Transportation:**
  - Contact with and availability of varying transportation options if needed.
  - There are also several state-wide transportation companies that will assist with your specific needs and are familiar with Stillwater.
  
- **Tours / Special Events:**
  - Suggestions can be made and contacts provided for customized tours, entertainment or special group activities.
  
- **Spouse Programs:**
  - Arrangements can be made with local retail areas or attractions to provide activities specifically for your group.
  
- **Family / Youth Activities:**
  - A variety of activities ranging from a visit to our local children's museum, Oklahoma WONDERTorium, to classes at the Stillwater Center for the Arts can be arranged for children of all ages.
  
- **Local Marketing and Public Relations Assistance:**
  - See "FREE Marketing & Public Relations Assistance" summary, available from the Visit Stillwater team or online at [www.VisitStillwaterOK.org](http://www.VisitStillwaterOK.org).
  - Press release distribution to promote attendance for your upcoming meeting or event.
  - Contacts for local media partners.
  
- **Meeting Space for Use by Your Coordinating Committee:**
  - The Visit Stillwater conference room is available for your meeting or event coordinating committee to utilize for planning purposes.

## **Meeting and Event Grant:**

- **Grants for Meetings and Events that Meet Established Criteria:**
  - See “Meeting or Event Grant Policy and Application Guidelines”, available from the Visit Stillwater team or online at [www.VisitStillwaterOK.org](http://www.VisitStillwaterOK.org).

## **Meeting and Event Services:**

- **Local Marketing and Public Relations Assistance:**
  - See “Free Marketing & Public Relations Assistance” summary.
- **Visitor Guides:**
  - *2018 Stillwater Visitor Guides* are available for distribution in your registration mailings and/or at your registration table.
- **Visitor Bags:**
  - Visitor bags are available for distribution at your registration table.
  - *2018 Stillwater Visitor Guides* are a required addition to your bag contents.
- **“Welcome”:**
  - We can provide contact information or help you arrange a “Welcome” from a local City representative or official.

## **Post-Meeting and Event Services:**

- **Local Marketing and Public Relations Assistance:**
  - See “Free Marketing & Public Relations Assistance” summary.
  - Press release distribution to promote meeting or event results, winners, and date of your next meeting or event.
- **Meeting Space for Use by Your Coordinating Committee:**
  - The Visit Stillwater conference room is available for your meeting or event coordinating committee to utilize for wrap-up purposes

For more meeting or event planning consultation contact:

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