



# SERVICES

**The Peoria Area Convention and Visitors Bureau (PACVB) offers a comprehensive range of services designed to make your event in the Peoria area a successful one!**

## **ASSISTANCE AND GUIDANCE**

Our Convention Services staff can help you determine what the Peoria area has to offer your delegates in terms of places to see and things to do. We can suggest programs tailored specifically to your needs, whether it is suggestions on speakers, special events, or unique spouse tours. We have community resources for goods and services required during your meeting. We know what works in the Peoria area, and we'll make Peoria work for you!

## **PROMOTION AND PUBLICITY**

Your convention will be a newsmaker, so rely on the PACVB to assist in gaining publicity for your event. We can provide expert advice on local and regional media coverage, and write specifically prepared articles about the city to stimulate attendance.

## **HOUSING BUREAU**

The PACVB provides a computerized housing service to coordinate the assignment of guestrooms for conventions utilizing two or more hotels. We will use room blocks at the hotels selected by your organization and assist in designing custom reservation forms. All hotel accommodation requests will be processed and confirmations will be sent by the PACVB Housing Bureau. Our office will handle special arrangements and cancellations up to the designated cut-off date. Computerized status reports are available upon request.

## **REGISTRATION**

The PACVB takes great pride in the selection and versatility of our registration personnel. They are professional and knowledgeable in dealing with convention delegates and registration duties. We require a three-week advance notice and there are minimum housing requirements, so contact our staff for more information.

## **LITERATURE**

An assortment of brochures on the Peoria Area is available for use at your registration table or for putting into packets.

## **EQUIPMENT AND SUPPLIES**

Computerized name badges are available through our office. With a list of pre-registrants, we can have your name badges ready long before your registration desk opens. There is a reasonable fee for this service and we must have a complete list of attendees three weeks prior to your event.

Our staff can also help procure office equipment through a member company, if you need it.

## **WELCOME**

We can arrange for a local dignitary to welcome your delegates to the Peoria area.



### **FOR MORE INFORMATION CONTACT:**

Service Department  
309-676-0303 or 800-747-0302  
[www.peoria.org](http://www.peoria.org)

**VISIT [www.PEORIA.org](http://www.PEORIA.org)**