



At Your Service

The Cape Girardeau Convention & Visitors Bureau offers a wide array of professional services **free of charge** to make planning your event in Cape Girardeau as simple and smooth as possible.

- ✓ **Proposals**
We have the ability to prepare a customized proposal for a formal bid presentation. We will gather the required information from the hotels and convention sites for your consideration.
- ✓ **Site Inspections**
A tour of Cape Girardeau may be arranged through the Convention & Visitors Bureau. We welcome the opportunity to showcase our community and will arrange a site inspection of hotels, sleeping rooms, and meeting space as well as local attractions and restaurants.
- ✓ **Pre-Convention Planning**
We offer planning assistance to help you successfully organize your meetings.
- ✓ **Contact Liaison**
We provide assistance with contacting and securing outside services necessary for your event such as speakers, audio/video equipment, spouse activities, entertainment or photographers.
- ✓ **Public Relations**
We can provide media contact lists and even send press releases to area media contacts if requested.
- ✓ **Official Welcome**
If requested, a Convention & Visitors Bureau and/or city representative will welcome your delegation to Cape Girardeau.
- ✓ **Information Packets**
Information packets or souvenir bags filled with various complimentary items, city information, brochures, map, dining guide and calendar of events are available for each person in attendance.
- ✓ **Registration**
If requested, our hospitable registration personnel will welcome and support your registration team.
- ✓ **Group Identification**
Various styles of name tags and name badges are available for your group upon request.
- ✓ **Transportation Info**
We can provide you with detailed transportation information to meet your needs.
- ✓ **Spouse/Family Activities**
Our staff can help plan and coordinate activities for the spouses or family members of your delegation that are not joining your scheduled events. Arrangements can be made for guided tours through Cape Girardeau's historic downtown district, sight-seeing trips to area attractions, luncheons and entertainment.