



BATTLE CREEK · MADISON · MEADOW GROVE · NEWMAN GROVE · TILDEN

Convention/Meeting Planning Form

Thank you for contacting the Norfolk Area Convention and Visitors Bureau for assistance in your upcoming event. We look forward to working with you to provide the best possible event. If you see an item of interest you would like provided for your event, simple complete the form and input the item quantity below.

Name of the Event: _____

Date of the Event: _____ Location: _____

of attendees: ____ # of rooms per night: M: ____ T: ____ W: ____ Th: ____ F: ____ Sa: ____ Su: ____

Primary Contact: _____ Title: _____

Telephone: _____ Fax: _____ Email: _____

Address: _____ City: _____ State: ____ ZC: _____

Any special request: _____

Please select any of the following items:

- | | | |
|----------------------------------|------------------------------------|-----------------------|
| Convention Welcome Bags | Pre-typed Name Tags & Badge Holder | Lanyards* |
| Registration (maximum two hours) | Speakers and Entertainment Listing | Facility Consultation |
| Hotel Room Rate Solicitation | Information Resource | Media Resource |

Please select any of the following items for arrangement of speakers:

- | | | | |
|------------------------------|-----------------------------|-----------------------------------|---------------------|
| Mayor | City Council Member | County Commissioner | Chamber of Commerce |
| Norfolk Area Visitors Bureau | Arrange additional Speakers | Arrange spouse programs for guest | |

* Items may have a cost associated with quantities.

Please submit form to: Norfolk Area Visitors Bureau
609 W. Norfolk Ave.
Norfolk, NE 68701
Fax: 402.316.3297
email: Traci@VisitNorfolkNE.com

Any changes to this form will need to be made 30 days prior to the event.