



SITKA

Sitka Convention & Visitors Bureau

PO Box 1226 Sitka, Alaska 99835 (907)-747-5940 www.sitka.org

Steps to Meeting Success!

Every meeting has various stages and deadlines. Knowing what should be done, and when, keeps you on top.

9-12 Months Before

-Date, location, site, theme, budget. Reserve room block.
Make schedule decisions.

8-9 Months Before

-Determine speakers, seminars, and theme.

6-7 Months Before

-Develop registration and exhibitor brochures.

5 Months Before

-Mail speaker confirmations and requests for audiovisual needs.

4 Months Before

-Mail registration forms to registrants, exhibitors, and sponsors.

3 Months Before

-Finalize on-site staffing, photographers or anyone else.

2 Months Before

-Plan menus, mail second brochure, make travel arrangements, contact local press.

Final Month

-Print handouts, on-site registration forms, signs, programs, and name badges.

1 Month After

-Review and evaluate meeting financials. Review delegate evaluations. Complete file for use in next year's meeting. Send thank-you cards.

Take advantage of the services and products available through the SCVB, and make your next meeting unforgettable!

- **Visitors Guides**
- **Sitka Maps**
- **Welcome Folders**
- **Site Inspections**
- **Local Media Contacts**
- **Special Activity Suggestions**
- **Registration assistance**
-**(if personnel available)**

The SCVB has postcards to assist in promoting your meeting. The first 100 postcards are free, .15 cents per card after that.

The SCVB also offers an Informative Video to showcase Sitka to fellow decision makers. One video is provided free, and additional copies are available for \$9.95

Provided by the Sitka Convention & Visitors Bureau
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DESTINATION