

# Denton Convention & Visitors Bureau

*“The mission of the Denton Convention & Visitor Bureau is to be a key component in assisting you with your next event.”*

## Meeting and Event Services

The success of your meeting starts with the experienced staff of the Denton Convention & Visitor Bureau. We are committed and trained to help you, the meeting planner; with the coordination of all the important details of your meeting.

The following services are available to any group utilizing more than 10 Denton Hotel rooms on any peak night/s. Services for smaller groups are available upon request. All requests are to be made at least 30 days prior to your event to ensure availability of materials.

- Site Inspection arrangements
- Tour/special event planning
- Transportation Coordination
- Promotional assistance
- Registration assistance
- Computer generated name badges
- Promotional publicity assistance
- Area information & brochures

## Pre-Convention Service

### Lodging Assistance

We gather sleeping and meeting room rates from Denton Hotels and provide a succinct list including their amenities for easy comparison.

### Site Inspection Arrangements

We can make arrangements for you to tour the Denton hotels and meeting facilities that might be utilized at the time of your meeting.

### Tour/Special Event Planning

Arrangements can be made for entertainment, theme parties, tours and special group activities. With a variety of local venues, we can make suggestions, provide contacts and assist in location selections.

### Spouse Programs

Shopping, tours, educational seminars....let us put together a program tailored to your groups needs.

### Transportation Coordination

Local transportation coordination is available to those groups using facilities located in the city limits of Denton.

### Promotion Assistance

We can help arrange a welcome address from the Mayor of Denton or other City Officials. Welcome letters and proclamations can also be made available upon request.

### Name Badges

Our computerized name badge system produces large characters for attractive and easy to read badges. We can produce badges for delegates who pre-register.

### Welcome Packets

We can provide complimentary Denton plastic goodie bags to your delegates. Promotional items, including Denton pens & pencils, note pads and other useful items can be included in the bags depending on the size of your group.

### Meeting Publicity

The Denton CVB provides information and consultation regarding all of your publicity needs to help spread the word!

- ✦ Local Press Contacts
- ✦ Press Releases
- ✦ DentonLive Calendar Listing
- ✦ Social Media Promotions



### **Contact:**

**Dana Lodge, CMP**  
**414 Parkway**  
**Denton, TX 76201**  
**(940) 382-7895**

**[dana@discoverdenton.com](mailto:dana@discoverdenton.com)**  
**[www.discoverdenton.com](http://www.discoverdenton.com)**