



## 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, simply 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](mailto:Traci@VisitNorfolkNE.com)

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