

Spokane™

CONVENTION SERVICES GUIDE





MEET THE EXPERTS

Visit Spokane's Convention Services Team invites you to explore this city on the banks of the roaring Spokane River gorge. We are eager to make your experience both manageable and delightful.

The team can recommend venues, boost attendance and introduce your attendees to Spokane, an accessible and hospitable city full of amenities and nature to explore.



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SUMMARY OF SERVICES



COMMUNITY CONNECTIONS

Think of our team as your liaison to Spokane. We can connect you with local and vetted businesses that will be happy to assist you as you plan your event in Spokane. We are a one-stop resource that brings together bids from our area's best providers.

SITE VISITS

We specialize in planning visits tailored to your group's needs. These visits allow you to experience the city as if you were one of your attendees. Our team is happy to arrange accommodations and schedule appointments with local vendors and off-site venues. We can facilitate unique off-site venue selection for galas, board dinners, professional events and more.

VISITOR INFORMATION

We have two visitor information kiosks in the convention center stocked with various resources for your attendees. If you would like visitor guides or maps for your attendees, we are happy to provide them. The amount we can supply will depend on current availability.

VISIT SPOKANE DEALS

Our Visit Spokane Deals program offers discounts at various local businesses. The mobile-exclusive app allows attendees to very simply download offers to their phone and save while exploring our beautiful region.

COMMUNITY AWARENESS AND WELCOME CAMPAIGNS

We are happy to obtain letters from dignitaries welcoming your delegates to Spokane.

We send bi-weekly convention notices to restaurants, retail, attractions, and critical downtown partners allowing them to prepare for your attendees. Our community values conventions and it is important to our downtown business owners that their teams are ready to provide high service to all visitors.



MEETING PLANNER TOOLBOX

Our Meeting Planner Toolbox is filled with various tools and resources to help you plan your conference with ease. The toolbox includes promotion tools, digital guides, voluntourism information and more.

<https://www.visitspokane.com/meetings/destination-services/meeting-planner-toolbox/>



ATTENDANCE BUILDING SERVICES

Our team can build customized attendance promotion campaigns to help you host a well-attended conference. We can send Spokane materials for you to use as you promote Spokane.

Depending on your group size, our convention services manager may be able to attend your conference a year prior to your conference arrival in Spokane. This would allow our team to promote our destination to attendees and build excitement for your next conference in Spokane.

We have video and photography available for you to use in your conference promotion efforts.

MEDIA SERVICES

We can provide a list of appropriate contacts for any press releases you may wish to issue in the Spokane region.

If your conference is open to the public or has a unique quality, we can assist with media strategy and spreading the word about your event.