



*Start to Finish* – we can help you!  
Complimentary Sporting Event Planning and  
Promotion Services provided by the SCTB

### Sales

- Contact the Saratoga Convention & Tourism Bureau with your specs, goals and needs
- The SCTB work with you to determine the properties and venues that meet your needs, and then contact your chosen venues for proposals
- We will arrange your site visit to Saratoga and act as your tour guide. This includes scheduling appointments with the correct venue, hotel and sponsor contacts who have been provided your up to date information
- We'll ensure bids are received from hotels, venues and suppliers before your deadline
- Facilitate process with hotels, convention center, off-site venues, attractions from proposals to contract
- Introduction to Convention Services Dept at the Bureau

### Services

Advanced notice required and some restrictions may apply.

- Pre-event promotion to help build your attendance
- Website and Landing Page assistance – linking your attendees to Saratoga *before* they get here
- Media Assistance – from welcome letters to press releases
- Photo Gallery – use of Saratoga Photos for your publications
- Liaison to our community – i.e., tours, transportation, restaurants, attractions, - we can assist you with all your needs.
- Welcome Tent - a bureau owned and staffed information tent will be stationed at your headquarter venue. (some restrictions apply)
- GroupMAX Online Event Housing Tool (some restrictions apply)
- Volunteers - Staffing hospitality and registration tables, supporting events, handing out brochures, and greeting visitor and participants.
- Whatever it takes - We go above and beyond to make your event successful!

Heather McElhiney – Director – Group Tour, Sports and Convention Sales

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