

Convention Services

Kankakee County Convention & Visitors Bureau

Planning an event?

We are so pleased you are considering Kankakee County for your upcoming event. The Kankakee County Convention & Visitors Bureau offers FREE services to help you organize your event.

Convention Services: The CVB has a list of members representing every facet of the hospitality industry including: audio/visual,

transportation, decorators, florists, tour companies, specialty items, etc. Let us introduce you to the local suppliers who can help make your event a success.

Literature: We can provide you with complimentary copies of CVB printed materials including – Visitor's Guide, Sports & Outdoor Guide and Barn Quilt Guide.



Calendar Event Listing: If your event is open to the public, it can be listed on the Bureau's web site and on our weekly information sheets.

How the CVB Can Help

Whether a first-time planner or seasoned pro, let the CVB help you with the challenges you may face. Here are some of our provided services.



Unique Meeting Venues: If it is an unconventional meeting place you are looking for, we have a list of facilities to accommodate your group. Such facilities include, Colleges/Universities, Parks, Museums, Golf Courses/Country Clubs and more.

Site Tour: Once your needs have been determined, we can set up a tour to showcase the facilities

that can easily and efficiently accommodate your group.

Additional Services: The CVB offers these additional services, tailor made for your group.

- Team Building Activities
- Media Kit
- Transportation

More Ideas

Itinerary Planning: We will help plan your group's itinerary from start to finish: group rates from area hotels, meal planning, cultural/recreational activities, ground transportation and step-on guides.

Save the Date Cards: Save the date postcards are available to assist in the promotion of your upcoming Kankakee County event.

Electronic Newsletters: The Bureau can send out an e-news blast to your participants.

Contact Us

Kankakee County CVB
1 Dearborn Sq., Ste. 1, Kankakee IL 60901
815-935-7390 or 800-747-4837
www.VisitKankakeeCounty.com



On Site Services

As a courtesy the CVB can provide many services to your organization, free of charge.



Convention Service Bags: The Bureau has convention size (12" X 14") plastic bags for registration packets or information distribution.

Literature: We can provide you with complimentary copies of CVB printed materials including – Visitor's Guide, Sports & Outdoor Guide and Barn Quilt Guide.

Official Greeting: We can arrange for a welcome by a local dignitary. The Bureau requires a minimum of 30 days to accommodate this request.

Transportation: If you or your group needs transportation services, we will be happy to provide you with a listing of Kankakee County transportation providers.

Groups with 50 Room Nights or Greater

Group Tour Bags: Welcome bags will be provided to motor coach groups booked through the CVB with 50 room nights or more. Meeting Planner Gift: A basket of Kankakee County items will be presented to the meeting planner of groups with at least 50 room nights are required.

Welcome Signage: The CVB can provide you with a welcome banner and (2) 11"X17" welcome signage boards for display at your event with the Kankakee County Convention & Visitors Bureau logo. Available for groups booking a minimum of 50 room nights through the CVB. The Bureau requires a minimum of 15 days to accommodate this request (Restrictions Apply).

Name Badges: Book a group with 50 room nights through the CVB for free clip or stick-on badges with the CVB logo. There is a minimum 14-day lead time for this request and names need to be submitted in an Excel format.

Specialty Items: For groups of 100-500 attendees that have booked through the CVB with a minimum of 50 room nights.

Groups with 100 Room Nights or Greater

Registration

Assistance: Groups booking through the CVB that have at least 100 total room nights can receive free registration assistance. This service is based on staff availability with a four-hour limit per 100 rooms booked and 30 days advanced notice.



Refreshment Break:

The CVB may sponsor a refreshment break for groups using Kankakee County meeting spaces and book at least 100 total room nights through the CVB.

■ *Kankakee County has established itself as one of the Midwest's affordable small meeting & event destinations. Located just an hour south of Chicago off of Interstate 57, the Kankakee River Valley offers a peaceful setting for meetings, retreats, and special events.*

Find the perfect location for your event from a conference center to a sportsplex, auditoriums, classrooms, theaters, and ballrooms.

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