Planning Services

Hotel Assistance Venue Booking

- Connect you with hotels that align with your room block needs and develop a customized proposal outlining rates, availability, and options.
- Provide expert insight on venues in New Bern and Craven County to help you find the best fit for your group's size, style, goals, and budget.
- Coordinate and schedule site visits to tour accommodations, venues, and key locations.
- Support you throughout the entire process, from initial planning through contract, ensuring a seamless experience and that all your needs are met.
- Provide tailored resources and recommendations for event venues, group activities, tours, restaurants, as well as speakers and entertainment options.

Incentives

- Provide customized welcome bags for groups up to 250 guests, including the New Bern Visitor Guide, relocation guide, maps, walking tours, and information on local attractions and activities.
- Host a Visit New Bern welcome table during your event to enhance attendee experience.
  - Our team can be on-site to greet guests, offer personalized recommendations, highlight local attractions, and answer questions about the area.
  - We offer this service for groups of 250 or more. We can arrange for a team member to be onsite for a predetermined portion of your event, or we can set it up for your organization to manage independently.
  - Provide downtown local businesses with personalized welcome signage in shop and restaurant windows, creating a memorable arrival experience for your group.
- Curate personalized itineraries tailored to your group, giving attendees easy-to-use recommendations for dining, activities, and experiences during their free time.

Plan with:
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