

JEFFERSON CITY MEETING PLANNER GUIDE



**HELPING YOU
PLAN FOR YOUR
EVENT NEEDS**

Jefferson City Meeting Planner Guide

We want you to have one less thing to worry about when planning your event or meeting in Jefferson City. We are pleased to offer the following complimentary services when you select Jefferson City for your next conference, meeting or event.

Proposals

Our sales staff will prepare a complete proposal with dates, facilities, room rates and bid information requested. You provide us your bid specs and we will distribute your lead to the hotels. The hotels will forward their information to the sales representative who will compile it and then e-mail it directly to you. Our sales staff is available to present a bid proposal to your membership, board or site selection committee.

Site Visits

Our sales manager will escort you on a tour of the city to give you a firsthand view at what Jefferson City has to offer.

Planning Assistance and City Welcome

We are here to make your job as a meeting/event planner easier. Our services include customized historic site itineraries, spouse and youth programs, entertainment resources and any other services your group may request. We will make arrangements for a City or Bureau official to "Welcome" your group to Jefferson City.

VIP "Thank You"

When you select a Jefferson City hotel to host your event, we will deliver two dozen freshly baked cookies to your registration desk during your conference, meeting or event.

Registration Assistance

Our diplomats, a group of local volunteers, are available to assist you with registration needs.

Hospitality & Info Table

We will staff a table with volunteers to provide information about our city for your attendees.

Marketing & PR Assistance

Please contact our office to discuss the wide variety of marketing services and promotional items we have to offer.

Jordan Rowles, Convention Sales Manager
573.632.2820
Jordan@visitjeffersoncity.com

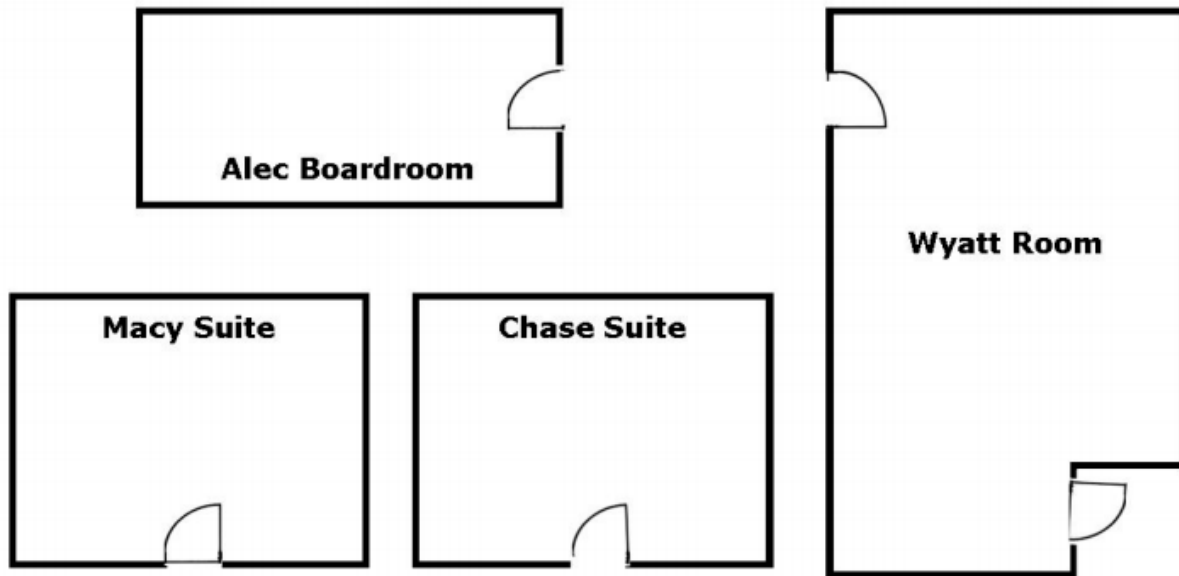


Jefferson City Meeting Venues

Baymont Inn & Suites

Meeting Rooms	Length x Width	Square Feet	Classroom	Theatre	Rounds	Conference	U-Shape	Hollow
Wyatt	38 x 21	868	50	75	60	35	30	34
Alec	11.4 x 25	275	-	-	-	12	-	-
Chase	21.5 x 17.5	376	20	40	25	20	20	24
Macy	21.5 x 17.5	376	20	40	25	20	20	24

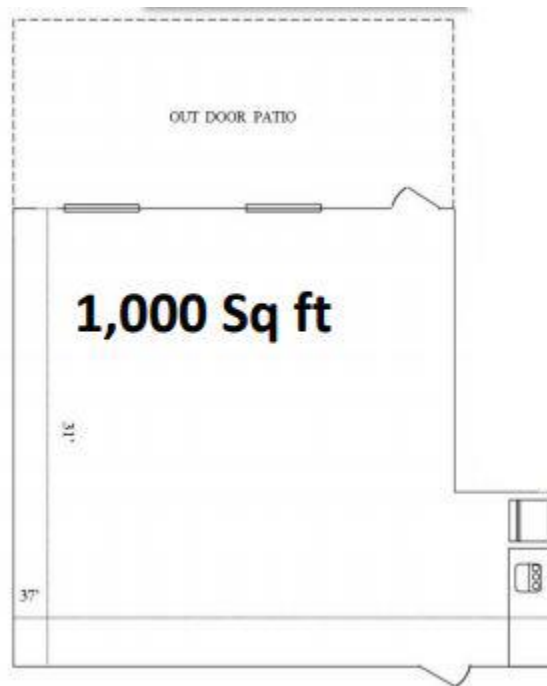
Meeting Room Diagrams



Best Western Plus Capital Inn

Meeting Rooms	Length x Width	Square Feet	Classroom	Theatre	Rounds	Conference	U-Shape	Hollow
Tuscany	-	1,000	50	75	48	-	30	-

Meeting Room Diagrams



Candlewood Suites

Meeting Rooms	Length x Width	Square Feet	Classroom	Theatre	Boardroom	Reception	U-Shape	Hollow
Boardroom	25 x 25	625	20	30	18	15	15	20

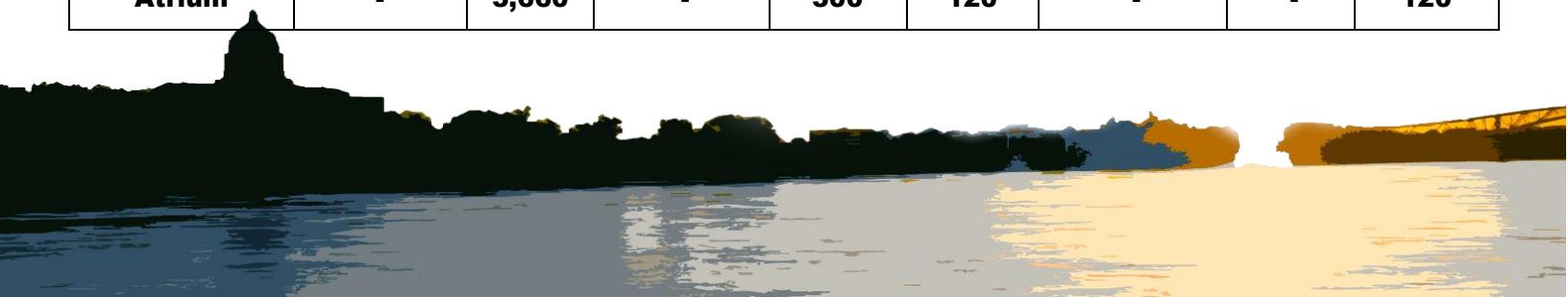
Meeting Room Diagrams

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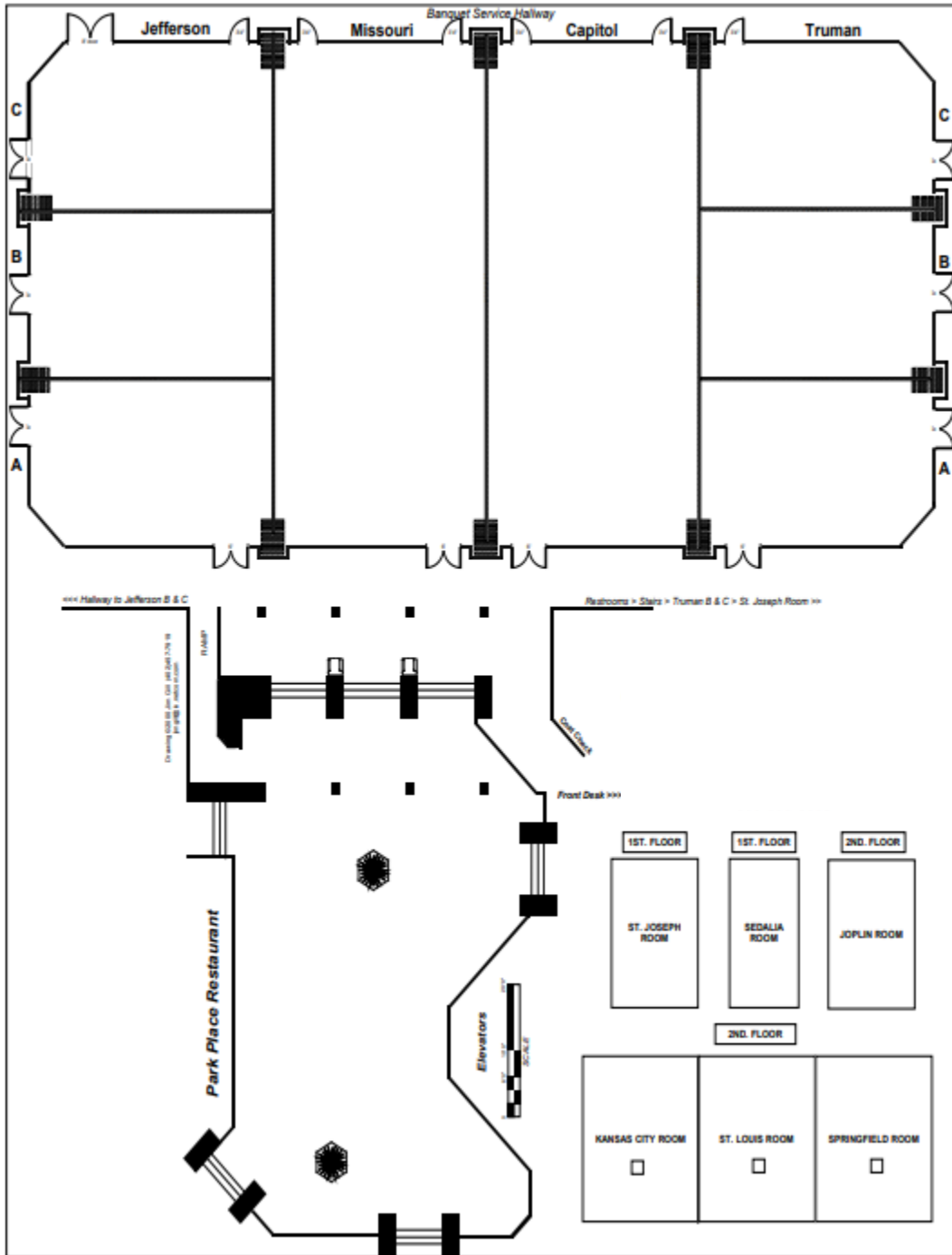


Capitol Plaza Hotel & Convention Center

Meeting Rooms	Length x Width	Square Feet	Classroom	Theatre	Rounds	Conference	U-Shape	Banquet
Grand Ballroom	154 x 78	12,000	700	1,425	900	-	-	1200
Jefferson Room	75 x 40	3,000	150	325	210	-	-	300
Jefferson A	40 x 25	1,000	50	100	60	30	35	90
Jefferson B	40 x 25	1,000	50	100	60	30	35	90
Jefferson C	40 x 25	1,000	50	100	60	30	35	90
Missouri Room	75 x 37	2,812	150	325	210	-	-	300
Capitol Room	75 x 37	2,812	150	325	210	-	-	300
Truman Room	75 x 40	3,000	150	325	210	-	-	300
Truman A	40 x 25	1,000	50	100	60	30	35	90
Truman B	40 x 25	1,000	50	100	60	30	35	90
Truman C	40 x 25	1,000	50	100	60	30	35	90
Sedalia Room	109	190	20	25	20	20	15	20
St. Joseph Room	19 x 10	228	20	25	20	20	15	20
Joplin Room	19 x 12	228	-	-	-	15	-	-
Kansas City Room	26 x 25	650	30	40	40	22	-	50
St. Louis Room	26 x 25	650	30	40	40	22	-	50
Springfield Room	26 x 25	650	30	40	40	22	-	50
Lincoln Room	43 x 56	2,300	120	250	120	45	55	200
Carnegies Room	59 x 39	2,200	60	150	100	32	32	120
Atrium	-	3,660	-	300	120	-	-	120



Meeting Room Diagrams



DoubleTree by Hilton Jefferson City

Meeting Rooms	Length x Width	Square Feet	Classroom	Theatre	Banquet	Reception	Conference	H-Square
Magnolia	-	3,500	175	500	285	350	100	100
Capitol View	-	1,230	60	90	56	110	20	25
Vinca Room	-	630	27	35	32	45	15	20
Rose Room	-	630	27	35	32	45	15	20
Tulip Room	-	630	27	35	32	45	15	20
Belle Vista	-	1,530	75	110	80	130	35	35

Meeting Room Diagrams

