



Atlantic Beach Beaufort Emerald Isle Morehead City Down East

CRYSTAL COAST TOURISM AUTHORITY
MEETING & EVENT SERVICES

The Crystal Coast Tourism Authority (CCTDA) offers the following services to assist the meeting planner in hosting a successful event on the Crystal Coast:

- 1) **Suggestions of Accommodations** and facilities for the needs of specific meetings. The CCTDA will communicate the needs of your meeting and ask for a rate and availability response directly to you.
- 2) **Site Inspection Arrangements** of prospective meeting properties
- 3) **Promotional Materials**, including photography or video, to assist in selling the Crystal Coast as your meeting destination.
- 4) **Personalized Welcome Letters** addressed to the meeting group
- 5) **Area Information Package** for each meeting attendee
- 6) **Greeter from the Tourism Authority** to welcome the meeting at opening session
- 7) **Spouse Information Packages** and activity itineraries
- 8) **Custom Itineraries** for the recreational interests of meeting attendees
- 9) **Day Trip Ideas**
- 10) **Color Guard** contacts to lead Pledge of Allegiance
- 11) **Entertainment** suggestions
- 12) **Special Meal Catering** contacts including Pig Pickin', Shrimperoo or Down East Clambake
- 13) **Media Contacts** in the Crystal Coast area will be provided on request. The Tourism Authority will also distribute your convention-related press releases. Please ask for details.

For any of these services or other resources that will make your meeting successful, please contact Cathy Adair, Group Sales Contact at (252)726-8148 Ext. 105 or cathy@sunnync.org.