



# Greenville Chamber

*let's do something that matters today*

## INTERCOMMUNITY VISIT ASSISTANCE REQUEST FORM

With an average of 15 delegations visiting Greenville every year, it is important that we understand your community's needs so that we can help you make the most of your visit. We offer several options for assistance, from providing community contact lists to contracting with your organization to act as on-the-ground concierge support during your visit.

**Please fill out the following information to assist us in planning your visit. We will review and follow up to schedule a conference call with you to discuss your request.**

Name of City or Group: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Website Address: \_\_\_\_\_

Number of Participants: \_\_\_\_\_

Have you coordinated other intercommunity visits in the past? \_\_\_\_\_ YES \_\_\_\_\_ NO

Other communities your organization has visited in the past: \_\_\_\_\_

### **Date(s) for Visit:**

1<sup>st</sup> Choice: Week of \_\_\_\_\_

2<sup>nd</sup> Choice: Week of \_\_\_\_\_

3<sup>rd</sup> Choice: Week of \_\_\_\_\_

Will any of your local media either be attending or covering the visit? \_\_\_\_\_ YES \_\_\_\_\_ NO

Please specify: \_\_\_\_\_

Are you willing to have local Greenville media attend portions of your visit? \_\_\_\_\_ YES \_\_\_\_\_ NO

**Learning Objectives: What topics are of interest to you and your group? (Check all that pertain)**

- |   |  |
|---|--|
| <input type="checkbox"/> Downtown Revitalization      | <input type="checkbox"/> Historic Preservation         |
| <input type="checkbox"/> Public-Private Partnerships  | <input type="checkbox"/> Parks and Recreation          |
| <input type="checkbox"/> Local Business Recruitment   | <input type="checkbox"/> Revenue Sources               |
| <input type="checkbox"/> Industrial Recruitment       | <input type="checkbox"/> Community Development         |
| <input type="checkbox"/> Regional Marketing           | <input type="checkbox"/> Planning and Zoning           |
| <input type="checkbox"/> Convention & Visitors Bureau | <input type="checkbox"/> Tour (Walking)                |
| <input type="checkbox"/> Entrepreneurship             | <input type="checkbox"/> Tour (Trolley)                |
| <input type="checkbox"/> Arts and Culture             | <input type="checkbox"/> Meeting with Mayor            |
| <input type="checkbox"/> Business Associations        | <input type="checkbox"/> Meeting with Council          |
| <input type="checkbox"/> City Management              | <input type="checkbox"/> Economic Development Partners |
| <input type="checkbox"/> Growing Small Businesses     | <input type="checkbox"/> Chamber of Commerce           |
| <input type="checkbox"/> Incentives and Grants        | <input type="checkbox"/> Young Professionals           |
| <input type="checkbox"/> Building Codes & Inspections | <input type="checkbox"/> Special Events / Festivals    |
| <input type="checkbox"/> Affordable Housing           | <input type="checkbox"/> Other: _____                  |

What are the top current issues facing your community that make Greenville a good learning opportunity for your visit? Are there specific projects/initiatives you are trying to move forward that are top of mind in your planning? Please describe.

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**Logistics / Other Needs: What do you need assistance with? (Check all that apply)**

- |   |  |
|---|--|
| <input type="checkbox"/> Hotels (Estimated number of rooms needed per night: _____) | <input type="checkbox"/> Event Space   |
| <input type="checkbox"/> Ground Transportation                                      | <input type="checkbox"/> Additional Activities (Swamp Rabbit Trail bike rides, BMW Performance Center outing, concerts, shows, etc.) |
| <input type="checkbox"/> Restaurants  | <input type="checkbox"/> Accommodations for Special Needs: _____   |
| <input type="checkbox"/> Caterers   |  |

**On-the-Ground Concierge Service**

While Greenville is an easy city to conduct an intercommunity visit, many organizations find comfort in having a Greenville Chamber staff member available to join them during their visit. This ensures that there is a local point of assistance at all times as questions arise, and in case of issues with caterers, venues, speakers, detours, etc. The Chamber can make a person available to your group during normal working hours (including some evening receptions). The cost to have a staff person is minimal at \$25 per attendee, with a minimum charge of \$500. Fees for groups exceeding 60 attendees can be negotiated.

\_\_\_\_\_ I would like to know more about the concierge service.

**Intercommunity Visit Attendees**

While you may not have this fully defined, please list the names, titles, and/or organizations of participants you anticipate will be attending. This will help us as we make connections locally.

Name	Title	Organization

**Please send this completed form to [dparker@greenvillechamber.org](mailto:dparker@greenvillechamber.org) or by mail to:  
Greenville Chamber Attn: Darlene Parker  
24 Cleveland Street Greenville, SC 29601**