

MEMBER EXTRANET

USER MANUAL



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WELCOME

To help ensure fresh, up-to-date content on the new website, we at the Savannah Area Chamber and Visit Savannah are pleased to announce the launch of our Member Extranet. This valuable tool will assist you in maximizing your Chamber membership and benefits.

The Extranet is a communications tool that allows you to update your company's information at your convenience and to provides an easy avenue participate in our various services and catalogs:

- Update your listing in all relevant publications and websites
- Select and update contacts in your office with whom Chamber and Visit Savannah staff correspond
- Submit events electronically to the Visit Savannah online calendar
- Create and view Member-to-Member discounts
- Run specials offers on VisitSavannah.com
- Accommodations Only: Streamline the retrieval of convention and group tour leads (coming soon!)

The verification process should take no longer than 15 minutes of your time.

Bill Hubbard

President & CEO
Savannah Chamber of Commerce
& Visit Savannah

Joseph Marinelli

President
Visit Savannah

UPDATE YOUR MEMBER PROFILE

In this section you will enter your company's contact information.

This information is auto-filled with the information already in our database. If the information is correct, click the **Submit** button and close the page. If the information is not correct, then edit the appropriate fields and once you're finished, click **Submit** and close the page. (All fields concern your business; these are not for personal information.)

- 1. Business Name:** Enter your business name
- 2. Primary Category** and **Minor Category:** These categories are static. If you would like to make a change to your categories please contact Susan Smith at 912.644.6434 or **extranet@SavannahChamber.com**
- 3. Phone:** Enter your business phone number
- 4. Fax 1:** Enter your business fax
- 5. Toll Free:** Enter your toll-free number (if available)
- 6. Company Email:** Your "Contact Us" email where people can request more information
- 7. Website:** Enter your business website
- 8. Mailing Address:** Enter your business mailing address
- 9. Physical Address:** Enter your business physical address
- 10.** If you have meeting space available, please check **off**
- 11. Area of Town:** Check off the area of town your business is located on
- 12. Updated By:** Please enter the name of the person who is filling out this form
- 13.** Click the **Submit** button when ready

Note: once you click the **Submit** button, you will not see your changes until a staff member reviews and approves all your changes. Please allow up to 7 days for these changes to appear in your member profile.

See next page for example.



VISIT
SAVANNAH
EST. 1733

MEMBER EXTRANET

MAIN MENU | CHANGE PASSWORD | LOG OUT

Your Member Information

Contact Information

Accommodation Info

Amenities

Meeting Rooms

Social Media Links

Pmt. Methods and Discounts

Update Publication Listings

Calendar of Events

Create Special Offers

Create Member Discount

View Member Discounts

Conv./Mtg. Sales Leads

Tourism Sales leads

View Convention Calendar

Convention Alert

Definite Report

Update Your Membership Profile

If you have any questions about updating your information, please contact us at 912-644-6434 or email extranet@savannahchamber.com.

Business Name:

Primary Category: Accommodations

Minor Category:

Please contact our Member Services Department if you would like to make a change to your category. Contact Susan Smith at 912.644.6434 or extranet@savannahchamber.com.

Phone:

Fax 1:

Toll Free:

Company Email:

Website:

Mailing Address:

City:
State:
Zip: -

Physical Address:

City:
State:
Zip: -

We encourage you to offer a member to member discount. Please click on the Member to Member Discount tab on your left for more information.

☐ Do you have Meeting Space available?

Area of town: ☐ EASTSIDE ☐ HISTORIC DISTRICT
☐ ISLANDS ☐ OUT OF TOWN
☐ SOUTHSIDE/MIDTOWN ☐ WESTSIDE

Updated By:

Submit



Savannah Area Chamber of Commerce and Visit Savannah
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CONTACT INFORMATION

In this section you will enter the information for each contact in your organization. List only those who should be receiving communication from the Chamber and Visit Savannah.

****MAIN CONTACTS:** you are the only person that can give your secondary contacts access to update and/or view the web permissions. Without permissions, secondary contacts will not have the ability to make changes to any tabs other than their member profile. (To view who your Main Contact person is, click on the CONTACT INFORMATION tab. In this tab you will see a full list of individuals that are registered under your membership. The Main Contact is noted.)

To give web permission access to secondary contacts, the main person must click on any secondary contact name and a pop up screen will appear. In this screen, check off any web permissions (listed below) that apply for that individual.

Web Permissions:	
☐ View/Respond to Convention Sales	☐ View/Respond to Tourism Sales Lead
☐ Update Member Profile	
☐ Update Contacts	☐ View Contacts
☐ Update Calendar of Events	☐ View Calendar of Events
☐ Update Special Offers	☐ View Special Offers
☐ Update Publications	☐ View Publications

This information is auto-filled with the contacts already in our database. If the information is correct, click the Submit button and close the page. If the information is not correct and you need to add or delete a contact, follow these instructions:

To Delete an Existing Contact

1. Click on the person's last name.
2. Their contact information will be shaded in gray.
3. Click on **DELETE**. When prompted to confirm that this is correct, click **OK**

To Add a New Contact

1. Click the **ADD NEW** button
2. A new screen will pop up
3. Enter all the contact information including:
 - a. Prefix
 - b. First Name
 - c. Middle Name
 - d. Last Name
 - e. Suffix
 - f. Title
 - g. User Name: Enter any username (preferably user email)
 - h. Password: Enter any password
 - i. Confirm Password: Re-enter the password
 - j. Phone
 - k. Fax
 - l. Email
 - m. Same Address: Check this box if their address is the same as the business. If not, enter their information in the next fields
 - n. Address

- o.** City
- p.** State
- q.** Zip
- r.** +4 : Enter if you have this information otherwise leave it blank
- s.** Country
- t.** Main Contact: Is this person the Main Contact? If so check the box. **Note:** There can only be one main contact per business
- u.** Billing Contact: Is this person the Billing Contact? If so check the box. **Note:** There can only be one billing contact per business
- v.** Email me of Special Offers: Check this box if you would like to receive member to member discount notifications
- w.** Interests: Check all the areas of interests that you would like to receive more information

Note: once you click the **Submit** button, you will not see your changes until a staff member reviews and approves all your changes. Please allow up to 7 days for these changes to appear in your member profile.

MEMBER EXTRANET

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Update Your Mem. Profile

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Meeting Rooms

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Create Special Offers

Create Member Discount

Contact Information

Dear Member,

Below is a full list of individuals that are registered user(s) of SavannahChamber.com and VisitSavannah.com.

If you have questions about how to update your information, please contact us at 912-644-8434 or email extranet@savannahchamber.com.

[Add New](#) | [Open](#) | [Delete](#)

First Name	Last Name	Email	Phone	Main Contact

This is the Chamber and Visit Savannah's master database of key contacts we have on file for your organization. This database is used to communicate with you about upcoming events, opportunities and marketing information. Don't forget to update staff changes so that everyone in your organization can take full advantage of your membership opportunities.

Update Your Contact Information			
Prefix:			
First Name:		Middle Name:	
Last Name:		Suffix:	
Title:			
Phone:			
Fax:			
E-mail:			
Same Address:	☐		
Address:			
City:		State:	▼
Zip:	+4:	Country:	▼
	☐ Main Contact ☐ Billing Contact		
Email me of Special Offers:	☐		
Interest:			
☐ Ambassadors ☐ Military Affairs ☐ Government Affairs ☐ Owners Council ☐ Manufacturers Board ☐ Small Business Comm ☐ Manufacturers Council ☐ Tybee Island Council			
Submit Cancel			

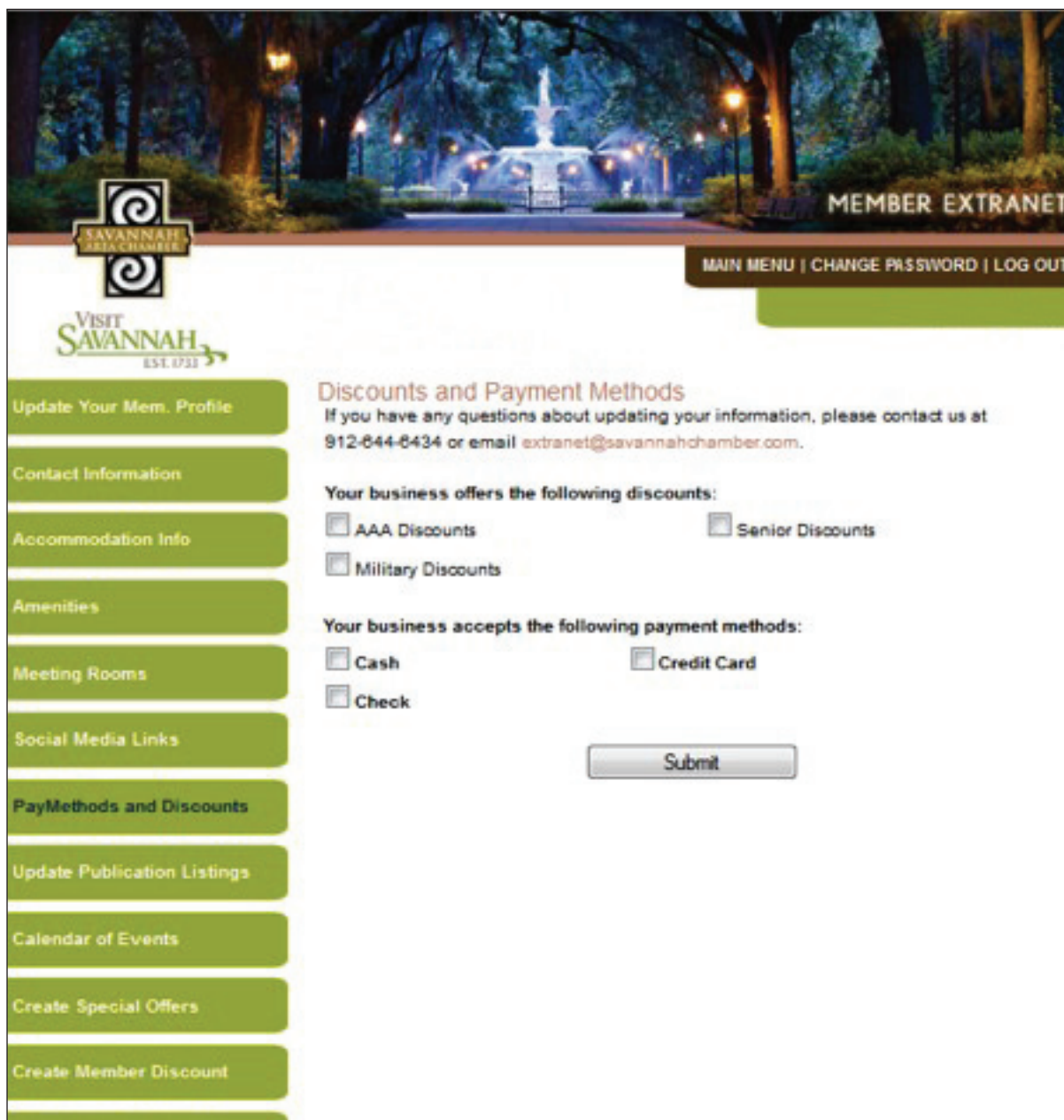
Part 2 of 2

DISCOUNT AND PAYMENT METHODS

In this section you will check off all discounts offered by your organization and payment methods accepted.

1. Select all the discounts offered by your business
2. Select all the payment methods accepted by your business
3. Click the **Submit** button when ready

Note: once you click the **Submit** button, you will not see your changes until a staff member reviews and approves all your changes. Please allow up to 7 days for these changes to appear in your member profile.



The screenshot shows the 'MEMBER EXTRANET' interface for the Savannah Area Chamber. The header features a night-time image of a fountain in a park, with the chamber's logo and navigation links: 'MAIN MENU | CHANGE PASSWORD | LOG OUT'. A left sidebar contains a vertical menu of options: 'Update Your Mem. Profile', 'Contact Information', 'Accommodation Info', 'Amenities', 'Meeting Rooms', 'Social Media Links', 'PayMethods and Discounts', 'Update Publication Listings', 'Calendar of Events', 'Create Special Offers', and 'Create Member Discount'. The main content area is titled 'Discounts and Payment Methods' and includes contact information for updates. It contains two sections with checkboxes: 'Your business offers the following discounts:' (with options for AAA, Senior, and Military) and 'Your business accepts the following payment methods:' (with options for Cash, Credit Card, and Check). A 'Submit' button is located at the bottom of the form.

MEMBER EXTRANET

MAIN MENU | CHANGE PASSWORD | LOG OUT

Update Your Mem. Profile

Discounts and Payment Methods

If you have any questions about updating your information, please contact us at 912-644-6434 or email extranet@savannahchamber.com.

Your business offers the following discounts:

☐ AAA Discounts ☐ Senior Discounts

☐ Military Discounts

Your business accepts the following payment methods:

☐ Cash ☐ Credit Card

☐ Check

Submit

SOCIAL MEDIA LINKS

In this section you will enter your social media account information.

- 1. Link Code** – Select the account from the drop down menu
- 2. Link Text** – Type in your business name
- 3. Link URL** – This section will auto-fill based on your selection in the **Link Code** box
- 4. Link ID** – Enter your unique URL ID

(For example, Visit Savannah's Facebook page can be found at **www.facebook.com/visitsavannahga** therefore our Link ID is **visitsavannahga**). If you do not have a unique URL ID, go to your Facebook page and look at your URL. You will see a set of numbers, copy and paste these numbers in the Link ID. If you cannot find this, call 912.644.6435 for help.

Click the **Submit** button when ready

Note: once you click the **Submit** button, you will not see your changes until a staff member reviews and approves all your changes. Please allow up to 7 days for these changes to appear in your member profile.

See next page for example.



Update Your Mem. Profile

Contact Information

Meeting Rooms

Dining Info

Event Venues

Social Media Links

Pmt. Methods and Discounts

Website Listing

Update Publication Listings

MEMBER EXTRANET

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Social Media Links

If you have any questions about updating your information, please contact us at 912-644-6434 or email extranet@savannahchamber.com.

	Link Code	Link Text	Link URL	Link ID
Delete				

Submit

WEBSITE LISTING

In this section you will be able to do the following:

- Add a new image that will be associated to your business. This can be an image or the logo of your company.
- Provide a brief description of your business, including specialties, unique products/services, etc.

To Add a New Image:

1. Click the **Add New** button
2. A new screen will pop up
3. Limit the image size to 154 x 108 pixels. We accept JPG and GIF file types only.
4. Click **SUBMIT**
5. You will be able see the image when you go back to the extranet Website listing page and its status as pending or approved by member services.

To Add Your Description:

1. This description can be unrelated to the image and can just be a general description of your business. Type in up to 203 characters.
2. Click **SUBMIT**

Note: once you click the **Submit** button, you will not see your changes until a staff member reviews and approves all your changes. Please allow up to 7 days for these changes to appear in your member profile.

WEBSITE LISTING
Note: This information will only be used on VisitSavannah.com

Add your business image here to help visitors find you!

Click Browse to select an image file for upload. We accept .JPG and .GIF file types only.

Image File:

Please limit the image size to 154 x 108 (Width x Height)

Provide a brief description of your business, including any specialties, unique products/services, etc:

Description:

203 characters left. Total Count: 0

See next page for example.



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[Convention Alert](#)

[Definite Report](#)

Submit Your Website Listing

Below is the currently list of images/listings on www.VisitSavannah.com. If you have any questions on updating your information, please contact us at 912-644-6434 or email extranet@savannahchamber.com.

[Add New](#) | [Open](#) | [Delete](#)

Image Name	Create date	Status

UPDATE PUBLICATION LISTINGS

Note: If you do not see any publications listed in this section, please continue to the next section.

This information is auto-filled with the information already in our database. If the information is correct, click the **Submit** button and close the page. If the information is not correct, then edit the appropriate fields and once you're finished, click **Submit** and close the page. (All fields concern your business; these are not for personal information.)

To Edit a Publication

1. To open a publication, click on the name of the publication
2. If you do not wish to be listed in a publication, you may select a row and click the **Delete** button
3. A new screen will pop up
4. The first field is auto-filled with the name of the publication that you are verifying your information for and cannot be changed
5. Enter the following information:
 - a. Select Publication Code
 - b. Description
 - c. Select Contact Information
 - d. Name
 - e. Address Line 1
 - f. Address Line 2
 - g. Address Line 3
 - h. City
 - i. State
 - j. Zip
 - k. +4 : Enter if you have this information otherwise leave it blank
 - l. Phone
 - m. Fax
 - n. Email: Your "Contact Us" email where visitors can request more information.

To Delete a Publication

1. If you do not wish to be listed in a publication, you may select a row by clicking on the contact name.
2. This will make the row change to a light gray color.
3. Then click the **Delete** button
4. You will see the listing again until our member services department approves the changes.

Note: once you click the **Submit** button, you will not see your changes until a staff member reviews and approves all your changes. Please allow up to 7 days for these changes to appear in your member profile.

See next page for example.






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Create Member Discount
View Member Discounts
Conv./Mtg. Sales Leads
Tourism Sales leads
View Convention Calendar
Convention Alert
Definite Report

Update Publication Listings

Click on one of the links below to update your Membership information. If you have questions about how to update your information, please contact us at 912-644-6434 or email extranet@savannahchamber.com.

Open | Delete

Publication	Contact	Date Updated



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Patent No. 7,590,888

Savannah Area Chamber of Commerce and Visit Savannah

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CALENDAR OF EVENTS

This section is the Visit Savannah database of events we have on file for your organization. These events will only appear on VisitSavannah.com. If there are no events listed for your organization, you may add some now.

Note: While we make every effort to list all events submitted for approval, only community events that fall under the following categories will likely be displayed: Cultural, Holiday, Just for kids, Outdoor Events, Educational, Food Event, Festivals, Theatre, Sports, Nightlife, Concerts and Exhibits.

To Add an Event

1. Click on the **Add New** button
2. A new screen will pop up
3. Enter all the event information including:
 - a. Event Name: Name of your event
 - b. Enter Date Range(s): If your event recurs – for example, the first Saturday of every month, please click on this button.
 - i. A pop up screen will appear named Date Recurrence
 - ii. Fill out the information, click **OK**
 - iii. The pop up screen will close and you will see your events listed
 - iv. Click the **Delete** button as needed
 - c. Date Range: Start and End Dates (**Time must be formatted as follows:** Use capital letters for AM, PM and no periods in between)
Example: An 8 a.m. – 5 p.m. event must be entered in this format:
Start Time: 8:00 AM
End Time: 5:00 PM
 - d. Company: The name of your business
 - e. Contact Name: Contact person for this event
 - f. Published Phone: Phone number where people can get more information
 - g. Email: Your “Contact Us” email where visitors can request more information.
 - h. URL: Website information (if applicable)
 - i. Admission: Enter an admission charge if applicable or enter Complimentary if there is no charge
 - j. Venue Name/Address: Enter the location where the event will take place including and address if possible
 - k. Event Description: Enter a description of the event (255 character limit)
 - l. Categories: Choose ONE category that most likely fits your event type
 - m. Click **Browse** button to upload image (max. size: 324 x 301 pixels)
4. Click the **Submit** button when ready

To Delete an Event

1. From the Calendar of Events tab, select the event you want to delete by click on the start date of the event. This will highlight the row in a light gray color. When selected, click on the **Delete** button. You will see the listing again until our member services department approves the changes.

To Review an Event

1. From the Calendar of Events tab, select the event you want to review by clicking on the date of the event. This will highlight the row in a light gray color. When selected, click **Open**.

Note: once you click the **Submit** button, you will not see your changes until a staff member reviews and approves all your changes. Please allow up to 7 days for these changes to appear in your profile.

See next page for example.

Submission for Calendar of Events

* Event Name:					
* Enter Date Range(s):	Recurrence				
		Start Date	End Date	Start Time	End Time
	*	Delete			
Company:					
Contact Name:					
Published Phone #:					
Email:					
Url:					
Admission:					
*Venue Name/Address:					
*Event Description:					
	255 characters left. Total characters allowed: 255				
Image:					Browse_
* Categories:					
☐ Festival ☐ Kids ☐ Outdoor Event					
Submit Event Now!					

CREATE SPECIAL OFFERS

This section lists your current special offers listed on VisitSavannah.com in the SPECIAL OFFERS SECTION.

To Add a New Special Offer

1. Click on the **Add New** button
2. A new screen will pop up
3. Enter all the special offer information including:
 - a. Title: Name of your special offer
 - b. Start Date: Day your special offer should appear on VisitSavannah.com
 - c. End Date: Day your special offer should stop being listed on VisitSavannah.com
 - d. Email: Your "Contact Us" email where visitors can request more information
 - e. Phone: Phone number where people can get more information
 - f. URL: Website information
 - g. Special offer Code: If a special code is necessary to redeem the special offer, please enter that code in this field, otherwise enter the words: None
 - h. Special Offer Description: Describe your special offer with as much detail as possible
 - i. Restrictions: List any restrictions applied
 - j. Select Keyword Categories: Check the category in which your special offer should appear. You may only choose one category.
4. Click the Submit button when ready

To Delete a Special Offer

1. Select the special offer you want to delete by clicking on the date of the special offer. This will highlight the row in a light gray color. When selected, click on the **Delete** button.

To Review a Special Offer

1. Select the special offer you want to review by clicking on the date of the special offer. This will highlight the row in a light gray color. When selected, click **Open**.

Note: once you click the **Submit** button, you will not see your changes until a staff member reviews and approves all your changes. Please allow up to 7 days for these changes to appear in your member profile.

See next page for example.






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Submit Your Special Offers

Below is the current list of special offers on www.SavannahSpecialOffers.com. If you have any questions on updating your information, please contact us at 912-644-6434 or email extranet@savannahchamber.com.

[Add New](#) | [Open](#) | [Delete](#)

Special Offer Name	Start Date	End Date

About this Section

Special Offers - This is the CVB's master database of special offers we have on file for your organization. This database is used to populate our online special offers for leisure visitors and meeting planners. Questions? Call us at 912.644.6453 or email jpate@visitsavannah.com.



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Special Offers: Extranet Data Mapping

The screenshot shows a web page for 'SPECIAL OFFERS: WHITAKER-HUNTINGDON INN'. The page includes a red banner with 'SPECIAL OFFERS', the offer title 'Whitaker-Huntingdon Inn', the expiration date 'Offer valid through February 28, 2013', a short description 'Experience Savannah at 10% or 15% off!', restrictions 'Some restrictions may apply, please call for details.', a URL 'For more details, visit our website', a full description of the offer, and a keyword category 'BACK TO ALL PLACES TO STAY OFFERS >'. A photo of a hotel room is also displayed.

Annotations:

- Title** – needs to be compelling (Save 50%...)
- Restrictions**
- URL**
- Special Offer Description** – full detailed description of offer
- Keyword Category** – driven by selected checkbox
- Member Name** – derived from Cli number
- Expiration Date**
- Short Description** – also appears as summary on the Offers landing page

Image: Each Offer type will have a default image to be displayed.

Extranet screenshot for reference

Submit a Special Offer (* Denotes required field)

Member to Member Discount: ☐

* Title:

* Start Date: * End Date: * Expires:

* E-mail:

* Phone:

* URL:

* Special Offer Code:

* Special Offer Description:

75 characters left. Total characters allowed: 75

Short Description:

* Restrictions:

* Select Keyword Categories to display Special Offer:

☐ Places to Stay

☐ Food & Drink

☐ Shopping, Attractions & More

☐ Tours & Adventures

CREATE A MEMBER DISCOUNT

In this section, you may list any Member to Member discounts. These discounts are only available on the Member Extranet **VIEW MEMBER DISCOUNTS TAB** to ensure only members have access to them.

To Add a New Member to Member Discount

1. Click the **Add New** button
2. A new screen will pop up
3. Enter all the Member Discount information including:
 - a. Title: Name of your member discount
 - b. Start Date: Day your member discount should appear on the extranet
 - c. End Date: Day your member discount should stop being listed on the Member Extranet
 - d. Expires: The expiration date that should be printed on your member discount coupon
 - e. Email: Your "Contact Us" email where visitors can request more information.
 - f. Phone: Phone number where people can get more information
 - g. URL: Website information
 - h. Member Discount Code: If a special code is necessary to redeem the member discount, please enter that code in this field, otherwise enter the word "None"
 - i. Member Discount Description: Describe your member discount with as much detail as possible
 - j. Restrictions: List any restrictions applied
4. Click the **Submit** button when ready

Delete a Member to Member Discount

1. Select the special offer you want to delete by clicking on the date of the special offer. This will highlight the row in a light gray color. When selected, click on the **Delete** button.

To Review a Member to Member Discount

1. Select the special offer you want to review by clicking on the date of the special offer. This will highlight the row in a light gray color. When selected, click **Open**.

Note: once you click the **Submit** button, you will not see your changes until a staff member reviews and approves all your changes. Please allow up to 7 days for these changes to appear in your member profile.

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Submit Your Member Discount

Below is the current list of Member Discounts you have submitted. If you have any questions on updating your information, please contact us at 912-644-8434 or email extranet@savannahchamber.com.

[Add New](#) | [Open](#) | [Delete](#)

Member Discount Name	Start Date	End Date



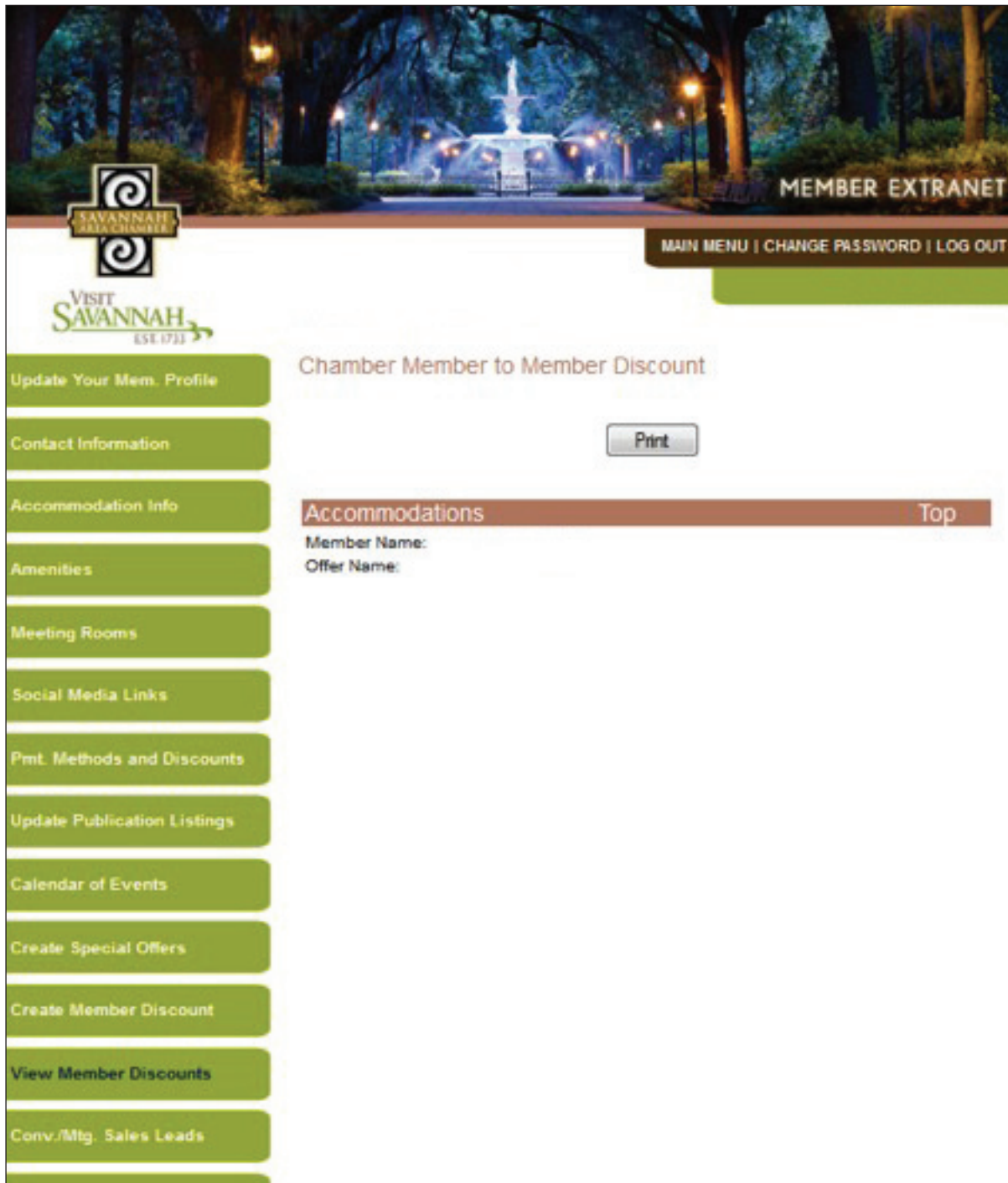
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Destination360
Patent No. 7,590,668

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VIEW MEMBER DISCOUNTS

To View Member to Member Discounts

1. Click on the name of the discount
2. Print



The screenshot displays the 'MEMBER EXTRANET' interface for Visit Savannah. At the top, there is a banner image of a fountain at night. Below the banner, the 'VISIT SAVANNAH' logo is on the left, and navigation links 'MAIN MENU | CHANGE PASSWORD | LOG OUT' are on the right. A vertical sidebar on the left contains various menu items, with 'View Member Discounts' highlighted. The main content area shows the title 'Chamber Member to Member Discount' and a 'Print' button. Below this, there is a section titled 'Accommodations' with a 'Top' link, followed by input fields for 'Member Name:' and 'Offer Name:'.

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VISIT SAVANNAH
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Chamber Member to Member Discount

Print

Accommodations [Top](#)

Member Name:

Offer Name:

VIEW CONVENTION CALENDAR

This section lists all meetings, reunions and conventions coming to Savannah within the next year, including the exact dates they will be in town. Contact name and a mailing address is included if you feel a particular meeting would be interested in your services and are interested in sending a brochure or letter of introduction. Please limit to one mailing per client, and do not add them to your general mailing list, as they expect us to respect their privacy. If clients are overloaded by mailings, we will stop giving out all client contact information. Print only option.







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Convention Calendar

A list of all meetings, reunions and conventions coming to Savannah within the next year, including the exact dates they will be in town. Contact name and a mailing address is included if you feel a particular meeting would be interested in your services and are interested in sending a brochure or letter of introduction. Please limit to one mailing per client, and do not add them to your general mailing list, as they expect us to respect their privacy. If clients are overloaded by mailings, we will stop giving out all client contact information.

[Print](#)

June 2012

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June 14 - 21, 2012

New Vision Ministry, 2012 Family Prayer Conference
Lila Williams
309 23rd Street North Apt. 709, Birmingham, AL 35203
Attendance: 40

June 15 - 17, 2012

Coastal Georgia Soccer Association , 2012 3v3 Summer Sizzle
Jeff Welch
6300 Frost Court, Suite A , Lake Park, NC 28079
Attendance: 2,500

June 22 - 24, 2012

Jefferson - White Reunion, 2012 Jefferson - White Reunion
Raymond Jones
10 East 43rd Street Apt. 4F, Brooklyn , NY 11203
Attendance: 35

June 22 - 24, 2012

Forest City Gun Club , 2012 Georgia State Skeet Championship
Chris Cantrell
Attendance: 400

June 23 - 25, 2012

Georgia Municipal Association, 2012 Meeting
Ms. Janice Edison

CONVENTION ALERT

This section is a list of the meetings over 200 people coming to Savannah next month, showing which nights they might be exploring town and hopefully finding your establishment. Staff accordingly. Print only option.



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Convention Alert

A list of the meetings over 200 people coming to Savannah next month, showing which nights they might be exploring town and hopefully finding your establishment. Staff accordingly!

[Print](#)

June 2012 [Top](#)

June 15 - 17, 2012
Coastal Georgia Soccer Association , 2012 3v3 Summer Sizzle
Attendance: 2,500
Web site: www.cgsasoccer.org

June 22 - 24, 2012
Forest City Gun Club , 2012 Georgia State Skeet Championship
Attendance: 400
Web site: www.forestcitygundub.com

June 23 - 25, 2012
Georgia Municipal Association, 2012 Meeting
Attendance: 3,000
Location: Savannah International Trade & Convention Center

June 27, 2012 - July 01, 2012
Wild Birds Unlimited , 2012 Annual Meeting
Attendance: 500
Location: The Westin Savannah Harbor Golf Resort & Spa

June 27, 2012 - July 01, 2012
Southern Federation of Syrian Lebanese American Clubs/Helms Briscoe, Annual Meeting
Attendance: 900
Location: Savannah Marriott Riverfront

July 2012 [Top](#)

July 10 - 11, 2012
American Art Therapy Association, 2012 Annual Meeting
Attendance: 500
Location: The Westin Savannah Harbor Golf Resort & Spa
Web site: www.arttherapy.org

DEFINITE REPORT

This section is a list of all meetings, reunions and conventions booked last month by the Visit Savannah sales team. These groups have chosen and contracted with at least one hotel in Savannah and are holding their meeting at the hotel, at the Savannah Civic Center or at the Savannah International Trade & Convention Center. Print only option.



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Definite Report

Definite Report

A list of all meetings, reunions and conventions booked last month by the CVB sales team. These groups have chosen and contracted with at least one hotel in Savannah and are holding their meeting at the hotel, at the Savannah Civic Center or at the Savannah International Trade & Convention Center.

[Print](#)

May 2012 [Top](#)

Organization Name: Kentucky Fried Chicken
Meeting Name: 2012 Southeast Franchisee Meeting
Definite Date: 5/14/2012
Attendance: 55
Meeting Dates: March 11 - 14, 2012

Organization Name: Extreme Volleyball Professionals
Meeting Name: 2012 EVP Pro Beach Tour
Definite Date: 5/31/2012
Attendance: 2,120
Meeting Dates: May 11 - 12, 2012

Organization Name: Chamber of Commerce of Southwest Indiana
Meeting Name: Savannah Meeting
Definite Date: 5/15/2012
Attendance: 35
Meeting Dates: May 16 - 17, 2012

Organization Name: Savannah Celtic FC
Meeting Name: 2012 Shamrock Cup
Definite Date: 5/31/2012
Attendance: 2,500
Meeting Dates: May 25 - 27, 2012

Organization Name: Coastal Georgia Soccer Association
Meeting Name: 2012 3v3 Summer Sizzle
Definite Date: 5/31/2012
Attendance: 2,500
Meeting Dates: June 15 - 17, 2012

Organization Name: Catholic Press Association
Meeting Name: CPA Regional Meeting
Definite Date: 5/31/2012

HOSPITALITY PARTNER INSTRUCTIONS

Accommodations, Dining, Tours, Attractions, Nightlife and Event Venues Only

ACCOMMODATIONS INFO

If you are a Hotel, B&B, Inn or offer any other accommodations, please follow the following instructions:

This information is auto-filled with the information already in our database. If the information is correct, click the **Submit** button and close the page. If the information is not correct, then edit the appropriate fields and once you're finished, click **Submit** and close the page. (All fields concern your business; these are not for personal information.)

1. Enter the number of sleeping rooms
2. Enter the number of suites
3. Enter the number of meeting rooms (if applicable)
4. Enter the TOTAL square feet of meeting space at your property
5. Enter the largest meeting room capacity
6. Enter the largest theater style capacity
7. Enter the largest banquet style capacity
8. Enter the distance from your property to the airport in miles
9. Enter the distance from your property to the Savannah International Trade & Convention Center in miles
10. Click on your average daily rate (only choose one)
11. Click the **Submit** button when ready

Note: once you click the **Submit** button, you will not see your changes until a staff member reviews and approves all your changes. Please allow up to 7 days for these changes to appear in your member profile.

See next page for example.



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Accommodation Info

If you have any questions about updating your information, please contact us at 912-644-6434 or email extranet@savannahchamber.com.

General Information:

Sleeping Rooms:

Suites:

Meeting Rooms:

Sqft. Meeting Space:

Largest Meeting Room Capacity:

Largest Theater Capacity:

Largest Banquet Capacity:

Distance to Airport:

Distance to Convention Center:

Miles

Miles

Rates:

☐ \$130 - \$194

☐ \$90 - \$129

☐ \$195 - \$249

☐ Below \$89

☐ \$250 & Up

Submit

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Savannah Area Chamber of Commerce and Visit Savannah
101 East Bay Street · Savannah, GA 31401 · 1.877.Savannah

AMENITIES

1. Click on all the services and amenities offered at your property
2. Click the **Submit** button when ready

Note: once you click the **Submit** button, you will not see your changes until a staff member reviews and approves all your changes. Please allow up to 7 days for these changes to appear in your member profile.



The screenshot shows the 'MEMBER EXTRANET' interface. At the top is a banner image of a fountain at night. Below the banner is a navigation bar with links: 'MAIN MENU | CHANGE PASSWORD | LOG OUT'. On the left is a sidebar with green buttons for various user actions: 'Update Your Mem. Profile', 'Contact Information', 'Accommodation Info', 'Amenities Info' (which is highlighted), 'Meeting Rooms', 'Social Media Links', 'Pmt. Methods and Discounts', 'Update Publication Listings', 'Calendar of Events', 'Create Special Offers', 'Create Member Discount', 'View Member Discounts', 'Conv./Mtg. Sales Leads', 'Tourism Sales leads', and 'View Convention Calendar'. The main content area is titled 'Amenities' and contains a message: 'If you have any questions about updating your information, please contact us at 912-644-6434 or email extranet@savannahchamber.com.' Below this message is a grid of checkboxes for various amenities. The amenities are listed in two columns: AAA Discount, AARP Discount, Airport Transportation, Babysitting, Banquet Facilities, Bar/Lounge, Bath Houses, Beach Access, Boat Ramp, Breakfast, Business Office, Cabin Rentals, Cable/Satellite, Children Welcome, Coffeemaker, Continental Breakfast, Courtyard, Currency Exchange, Dinner, Dockage, Driving Range, Dump Site, Interior Corridor Rooms, Iron & Board, Jacuzzi, Laundry Services, Lighted Driving Range, Lounge, Lunch, Marshfront, Meal Packages, Meeting Facilities, Microwave, Non Smoking Rooms, Oceanfront, Oceanview, Open Year Round, Outdoor Pool, Pets Welcome, Picnic Tables, Playground, Private Entrance, Pro Shop, and Pull Through.

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Amenities

If you have any questions about updating your information, please contact us at 912-644-6434 or email extranet@savannahchamber.com.

☐ AAA Discount	☐ Interior Corridor Rooms
☐ AARP Discount	☐ Iron & Board
☐ Airport Transportation	☐ Jacuzzi
☐ Babysitting	☐ Laundry Services
☐ Banquet Facilities	☐ Lighted Driving Range
☐ Bar/Lounge	☐ Lounge
☐ Bath Houses	☐ Lunch
☐ Beach Access	☐ Marshfront
☐ Boat Ramp	☐ Meal Packages
☐ Breakfast	☐ Meeting Facilities
☐ Business Office	☐ Microwave
☐ Cabin Rentals	☐ Non Smoking Rooms
☐ Cable/Satellite	☐ Oceanfront
☐ Children Welcome	☐ Oceanview
☐ Coffeemaker	☐ Open Year Round
☐ Continental Breakfast	☐ Outdoor Pool
☐ Courtyard	☐ Pets Welcome
☐ Currency Exchange	☐ Picnic Tables
☐ Dinner	☐ Playground
☐ Dockage	☐ Private Entrance
☐ Driving Range	☐ Pro Shop
☐ Dump Site	☐ Pull Through

MEETING ROOMS

Note: The largest banquet and largest theater will auto-fill. Do not enter information in these fields.

To Add a Room

1. To add a room, type in the room name, theater, classroom, banquet, reception and ceiling height information
2. Click the **Submit** button when ready

To Remove a Room

1. Click on the room name to select a row, then click on the **Delete** button on the left of that row
2. Click the **Submit** button when ready

Note: once you click the **Submit** button, you will not see your changes until a staff member reviews and approves all your changes. Please allow up to 7 days for these changes to appear in your member profile.

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Meeting Rooms

To add a new Room, type in the Room Name and other information on the last row. To remove a Room, click on the Room Name to select a row, then press the Delete button on the left of that row.

Number of Meeting Rooms: Total Sq. Footage:

	Room Name	Theater	Classroom	Banquet	Reception	Ceiling Height
Delete						
Delete						
Delete						

Largest Banquet: Largest Theater:

Submit

TOURS / ATTRACTIONS

If you are a Tour or Attraction, please follow the following instructions:

This information is auto-filled with the information already in our database. If the information is correct, click the **Submit** button and close the page. If the information is not correct, then edit the appropriate fields and once you're finished, click **Submit** and close the page. (All fields concern your business; these are not for personal information.)

1. Enter the following information where applicable:

- a. Business Name:
- b. Contact: Enter your best point of contact to provide visitors information
- c. Phone: Phone number where people can get more information
- d. Fax:
- e. Business Email: Your "Contact Us" email where visitors can request more information.

2. Hours of Operation

- a. Enter your hours of operation for each day. If you are closed on a certain day, type in CLOSED in the text box.

Examples:

Sunday: CLOSED

Monday: 9 a.m. - 5 p.m.

Tuesday: 3 - 9 p.m.

3. Holiday Hours

- a. Check the box next to the holidays (Thanksgiving, Christmas, New Year's Eve or New Year's Day) that your business is open
- b. If you are not open for any of these holidays, enter CLOSED in the text box
- c. Enter your holiday hours

Example:

Open Thanksgiving: 3 - 9 p.m.

4. Click the **Submit** button when ready

Note: once you click the **Submit** button, you will not see your changes until a staff member reviews and approves all your changes. Please allow up to 7 days for these changes to appear in your member profile.

See next page for example.



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Your Tour Information

If you have any questions about updating your information, please contact us at 912.644.6434 or email extranet@savannahchamber.com.

Business Name:

Contact:

Phone:

Fax:

Business Email:

Hours Of Operation

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Holiday Hours

Open Thanksgiving? ☐

Open Christmas? ☐

Open New Year's Eve? ☐

Open New Year's Day? ☐

NIGHTLIFE

If you are a Tour, Attraction or categorized under NIGHTLIFE, please follow the following instructions:

This information is auto-filled with the information already in our database. If the information is correct, click the **Submit** button and close the page. If the information is not correct, then edit the appropriate fields and once you're finished, click **Submit** and close the page. (All fields concern your business; these are not for personal information.)

1. Enter the following information where applicable:

- a. Business Name:
- b. Contact: Enter your best point of contact to provide visitors information
- c. Phone: Phone number where people can get more information
- d. Fax:
- e. Business Email: Your "Contact Us" email where visitors can request more information.

2. Hours of Operation

- a. Enter your hours of operation for each day. If you are closed on a certain day, type in CLOSED in the text box.

Examples:

Sunday: CLOSED

Monday: 9 a.m. - 5 p.m.

Tuesday: 3 - 9 p.m.

3. Holiday Hours

- a. Check the box next to the holidays (Thanksgiving, Christmas, New Year's Eve or New Year's Day) that your business is open
- b. If you are not open for any of these holidays, enter CLOSED in the text box
- c. Enter your holiday hours

Example:

Open Thanksgiving: 3 - 9 p.m.

4. Click the **Submit** button when ready

Note: once you click the **Submit** button, you will not see your changes until a staff member reviews and approves all your changes. Please allow up to 7 days for these changes to appear in your member profile.

See next page for example.



VISIT
SAVANNAH
EST. 1733

MEMBER EXTRANET

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Your Nightlife Information

If you have any questions about updating your information, please contact us at 912.644.6434 or email extranet@savannahchamber.com.

Business Name:

Contact:

Phone:

Fax:

Business Email:

Hours Of Operation

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Holiday Hours

Open Thanksgiving? ☐

Open Christmas? ☐

Open New Year's Eve? ☐

Open New Year's Day? ☐

Submit

VENUE

This information is auto-filled with the information already in our database. If the information is correct, click the **Submit** button and close the page. If the information is not correct, then edit the appropriate fields and once you're finished, click **Submit** and close the page. (All fields concern your business; these are not for personal information.)

1. Click the **Add New** button
2. A new screen will pop up
3. Enter all the Member Discount information including:
 - a. Venue Name
 - b. Contact
 - c. Phone
 - d. Email
 - e. Website
 - f. Group Policy
 - g. Group Rates
 - h. Onsite Catering
 - i. Outside Catering
 - j. Max. Seating Capacity
 - k. Max. Reception Capacity
 - l. Description
4. Hours of Operation
 - a. Enter your hours of operation for each day. If you are closed on a certain day, type in CLOSED in the text box.

Examples:

Sunday: CLOSED

Monday: 9 a.m. - 5 p.m.

Tuesday: 3 - 9 p.m.

5. Holiday Hours
 - a. Check the box next to the holidays (Thanksgiving, Christmas, New Year's Eve or New Year's Day) that your business is open
 - b. If you are not open for any of these holidays, enter CLOSED in the text box
 - c. Enter your holiday hours

Example:

Open Thanksgiving: 3 - 9 p.m.

5. Click the Submit button when ready

Delete a Venue

1. Select the venue you want to delete by clicking on the contact. This will highlight the row in a light gray color. When selected, click on the **Delete** button.

To Review a Venue

1. Select the venue you want to review by clicking on the contact. This will highlight the row in a light gray color. When selected, click **Open**.

Note: once you click the **Submit** button, you will not see your changes until a staff member reviews and approves all your changes. Please allow up to 7 days for these changes to appear in your profile.

See next page for example.





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Event Venues

If you have questions about how to update your information, please contact us at 912-644-6434 or email extranet@savannahchamber.com.

Add New | Open | Delete

	Contact

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DINING

This information is auto-filled with the information already in our database. If the information is correct, click the **Submit** button and close the page. If the information is not correct, then edit the appropriate fields and once you're finished, click **Submit** and close the page. (All fields concern your business; these are not for personal information.)

1. Enter the following information where applicable:

- a. Restaurant Name
- b. Contact: Enter your best point of contact to provide visitors information
- c. Phone
- d. Email: Your "Contact Us" email where visitors can request more information
- e. Fax
- f. Max Reception
- g. Max Banquet
- h. If you offer any of the following services, click the box next to each:
- i. Buffet, Takeout, Alcoholic Beverages, etc.
 - i. Enter your hours of operation for Breakfast, Brunch, Lunch and Dinner

Examples:

Breakfast: CLOSED

Brunch: 10 - 11:30 a.m.

Dinner: 5 - 9 p.m.

- j. Check off all the types of cuisine offered at your restaurant

k. Hours of Operation

- i. Enter your hours of operation for each day. If you are closed on a certain day, type in CLOSED in the text box.

Examples:

Sunday: CLOSED

Monday: 9 a.m. - 5 p.m.

Tuesday: 3 - 9 p.m.

l. Holiday Hours

- i. Check the box next to the holidays (Thanksgiving, Christmas, New Year's Eve or New Year's Day) that your business is open
- ii. If you are not open for any of these holidays, enter CLOSED in the text box
- iii. Enter your holiday hours

Example:

Open Thanksgiving: 3 - 9 p.m.

- m. Rates - use the check boxes to indicate your menu price range
- n. Group Menu - use the check boxes to indicate the type of cuisine you primarily serve
- o. Service Info - use the check boxes to indicate services offered at your establishment

2. Click the Submit button when ready

Note: once you click the **Submit** button, you will not see your changes until a staff member reviews and approves all your changes. Please allow up to 7 days for these changes to appear in your member profile.

See next page for example.



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Your Dining Information

If you have any questions about updating your information, please contact us at 912-644-6434 or email extranet@savannahchamber.com.

Restaurant Name:

Contact:

Phone:

Email:

Fax:

Max Reception:

Max Banquet:

☐ Buffet

☐ Takeout

☐ Alcoholic Beverages

☐ Full Bar

☐ Tea/Dessert

☐ Reservations Recommended

☐ Bus Parking

☐ Entertainment

☐ Elevator

Breakfast: ☐

Breakfast Hours:

Brunch: ☐

Brunch Hours:

Lunch: ☐

Lunch Hours:

Dinner: ☐

Dinner Hours:

Cuisine: ☐ American

☐ Asian

☐ BBQ

☐ Breakfast

☐ Cajun

☐ Ice Cream

☐ Italian

☐ Mexican/Southwest

☐ Middle Eastern/Mediterranean

☐ Nightclub

Hours Of Operation

Sunday:	
Monday:	
Tuesday:	
Wednesday:	
Thursday:	
Friday:	
Saturday:	

Holiday Hours

Open Thanksgiving?	☐	
Open Christmas?	☐	
Open New Year's Eve?	☐	Closed
Open New Year's Day?	☐	

Rates:

- | | |
|--|--------------------------------------|
| ☐ \$10 or Below | ☐ \$18 - \$25 |
| ☐ \$11 - \$17 | ☐ \$26 & Up |

Group Menu:

- | | |
|---|--------------------------------------|
| ☐ American | ☐ Tapas |
| ☐ Asian | ☐ Southern |
| ☐ BBQ | ☐ French |
| ☐ Breakfast | ☐ Seafood |
| ☐ Coffee/Desserts | ☐ Gourmet |
| ☐ Fast Food | ☐ Organic |
| ☐ Fine Dining | ☐ Cajun |
| ☐ Greek | ☐ Brunch |
| ☐ Italian | ☐ Lunch |
| ☐ Mexican/Southwest | ☐ Dinner |
| ☐ Middle Eastern/Mediterranean | ☐ Tea/Dessert |
| ☐ Pizza | ☐ Buffet |
| ☐ Deli/Sandwiches | |

Off-Premise Catering:

Service Info:

☐ ADA Compliant

☐ Credit Cards Accepted

☐ Beer/Wine Served

☐ Bus/Coach Parking

☐ Liquor Served

☐ Daily Special

☐ Ice Cream

Submit

Part 3 of 3