

09/10 BUSINESS PLAN

MISSION:

The mission of Travel Salem is to attract meeting, convention and tourism business to the community, and to enhance and contribute to the overall identity and economic well being of the city.

VISION:

- Serve as the leader for tourism economic development.
- Create and sustain top-of-mind awareness for SCVA and tourism in the community.
- Foster a tourism-friendly culture.
- Develop communication strategies that engage the community.

OVERARCHING GOAL:

Serve as the official destination marketing organization and a vital tourism economic development generator for the city and region.

OBJECTIVES & STRATEGIC INITIATIVES:

- 1. Long-Term Stability for Tourism Leadership
 - a) Diversify Funding Streams
 - b) Increase Organizational Capacity
 - c) Build Membership Program

2. Increased Visitation & Tourism Economic Impact

- a) Broaden Scope of Convention & Event Marketing Program
- b) Drive Innovative Tourism Marketing Strategies
- c) Build Services & Hospitality Program
- d) Develop Strategic Partnerships & Alliances

1/a - DIVERSIFY FUNDING STREAMS - **HIGH PRIORITY**			
Develop long-term stable funding by examining opportunities within existing program offerings and	estab	lishing new	revenue
streams through creative ventures.			
STRATEGIC INITIATIVES			
1) Develop & implement sponsorship opportunities	R	Revenue	Staff
Grow marketing resources and link to strategic partners who have similar marketing goals			
Industry E-newsletter (bi-monthly)	\$	1,200	Bus Dev
Consumer E-newsletter (qtrly)	\$	400	Bus Dev
Plasma screens	\$	2,000	Bus Dev
Pad maps	\$	2,400	Bus Dev
Envelopes	\$	5,000	Bus Dev
Welcome bags	\$	2 , 700	Bus Dev
Membership events	\$	1,800	Bus Dev
Visitor information kiosks	\$	5,000	Bus Dev
SPONSORSHIP (Budget Line 5040)	\$	20,500	
2) Implement fundraising events	R	Revenue	Staff
Engage the community, create awareness & community pride that will translate into residents serving	g as a	ambassadoi	rs for the
Membership luncheons	\$	8,640	Bus Dev
SPECIAL EVENTS (Budget Line 5020)	\$	8,640	
3) Create new advertising opportunities	R	Revenue	Staff
Create a diverse set of business partnerships that enhance overall promotional strategies resulting in	incre	ased visitat	ion including
convention/event business			
Plasma screens	\$	1,500	Bus Dev
Rest area promotional panels	\$	1,200	Bus Dev
Visitor Center brochure distribution	\$	8,000	Bus Dev
Visitor Center display case - develop key mktg partnerships in new DT location	\$	-	Bus Dev
Visitors Guide	\$	18,000	Mktg
Website advertising	\$	3,000	Bus Dev
Website listings	\$	12,500	Bus Dev
Travel Café - Marketing Partnerships	\$	18,000	Bus Dev
ADVERTISING (Budget Line 5030)	\$	62,200	
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4) Create new funding mechanisms		Revenue	Staff
GPS units - advertising opportunities & rental income	\$	1,000	Admin
ADVERTISING (Budget Line 5030)	\$	1,000	
4) Leverage participation in the Regional Cooperative Marketing Program (RCMP) through the			
Willamette Valley Visitors Association (WVVA)		Revenue	Staff
Ensure Salem is represented in all Willamette Valley marketing programs such as advertising, website	, PF	R, publication	ns, etc.
Position Marion/Polk in WVVA activities		\$222,000	Mktg
		(inkind)	
LEVERAGE (Budget Line 9100)	\$	222,000	
5) Increase leveraged resources including donated products and services		Revenue	Staff
Enhance organizational efficiency, expand program reach and improve overall scope of services			
Secure leverage necessary to boost program offerings and operational capacity (e.g. advertising, co-	\$	1,028,000	All
op marketing, professional services, rent and meeting space, donated products, local and national		(inkind)	
publicity, volunteers, photography, etc.)			
LEVERAGE (Budget Line 9100)	\$	1,028,000	
6) Build and expand essential financial partnerships		Revenue	Staff
Build a cohesive marketing program with broad-based financial and regional support			
Partnership with Chambers, city or county government	\$	137,300	Admin
Business partnerships inside & outside Salem city limits	\$	-	Mktg
Regional Convention Program lead access	\$	3,900	Conv
Agility Fund	\$	20,000	Conv
REGIONAL (Budget Lines 4130, 4210, 4220, 4230, 5070, 5090)	\$	161,200	
		_	- 00
7) Research/apply for grants from foundations, businesses & government		Revenue	Staff
Leverage funding for organizational capacity and special marketing projects			
Foundations	\$	-	Admin
Community granting	\$	-	Admin
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GRANTS (Budget Line 5080)	J		
GRANTS (Budget Line 5080)	4		
		253,540	
REVENUE (CASH) PROJECTION LEVERAGE (IN-KIND, GRANTS) VALUE	\$	253,540 1,250,000	

1/b - INCREASE ORGANIZATIONAL CAPACITY - **HIG	H PRIO	RITY**
Increase organizational capacity in both human and financial resources to boost pro Travel Salem.		
STRATEGIC INITIATIVES		
1) Strategically enhance staffing levels	Staff	Outcome
Increase program capacity to maintain current services and deliver new services that drive the mission and goals of the organization	Admin	Hire Convention Services Manager by Nov 2009; Hire Saturday Travel Café staff by July 2009
2) Establish 501c3 subsidiary	Staff	Outcome
Research and implement 501c3 subsidiary to allow Travel Salem to secure grants	Admin	Increased financial resources for driving
from foundations and other funding opportunities only available with a charitable		economic impact and overall visitation
designation		
3) Engage the Board of Directors by developing advisory committees	Staff	Outcome
Leverage skill sets, knowledge base and community network/resources by	Admin	Establish Board committees as needed
involving Directors in strategic committees that enhance overall marketing efforts		
	G	
4) Recruit volunteers with attributes/skill sets to achieve program goals	Staff	Outcome
Leverage human resources from volunteer base to enhance marketing strategies	All	Recruit qualified volunteers to assist with
and provide needed services & support		programs & services
5) Implement technology to enhance program efficiency	Staff	Outcome
Utilize state-of-the-art technology for marketing programs	Admin	Improve program efficiency
<u> </u>		,
6) Utilize resources from academic institutions	Staff	Outcome
Leverage human & technological resources from academic institutions to enhance	All	Increase human resources and marketing
marketing strategies and provide needed services & support		resources
7) Implement & maintain visitor information network	Staff	Outcome
Ensure viability of satellite visitors centers and kiosks	Mktg	Drive overall visitation and economic impact

1/c - BUILD MEMBERSHIP PROGRAM - **HIGH PRIOR	ITY**	
Develop a broad-based, regional membership program that delivers value-added to		to members. The membership program
will be designed within requirements of the Salem city charter.		
REVENUE PROJECTION		
225 Members from "inside"	\$ 33,750	
100 Members from "outside"	\$ 17,500	
09-10 MEMBERSHIP REVENUE (Budget Line 5010)		
	3,3	
STRATEGIC INITIATIVES		
1) Develop regional inventory of visitor industry	Staff	Outcome
Utilize inventory as recruitment tool	Bus Dev	Increase membership
2) Obtain regional participation	Staff	Outcome
Operate in a regional capacity with financial support driven by membership	Bus Dev	Increase regional membership
participation on a regional basis; includes Marion/Polk counties		
3) Use public relations to communicate/promote membership	Staff	Outcome
Build community awareness of SCVA to promote membership	All	Increase membership
		·
4) Promote membership to in-state and out-of-state visitor industry	Staff	Outcome
Build membership, reciprocal partnerships and cooperative marketing programs	Bus Dev	Secure major Oregon destinations as
with tourism-related businesses throughout Oregon and western states with		members
special attention paid to high profile assets (e.g. Crater Lake, Seattle Space		
Needle, Sunriver, Mt. St. Helens, etc.); leverage SCVA relationships to recruit		
members (e.g. Oregon Assoc of Convention & Visitors Bureaus (OACVB), Western		
Assoc of Convention & Visitors Bureaus (WACVB), Governor's Conference, trade		
shows, Meeting Professionals International (MPI), Society of Government		
Meeting Prof (SGMP))		
5) Recruit through statewide tourism organizations	Staff	Outcome
Network through state tourism organizations (Travel Oregon, Oregon Lodging	All	Increase membership
Assoc (OLA), Oregon Restaurant Assoc (ORA), etc.) to recruit members		
6) Leverage regional Chamber of Commerce memberships	Staff	Outcome
Build membership, partnership and regional promotional efforts Page 5	Bus Dev	Increase membership

2/a - BROADEN SCOPE OF CONVENTION & EVENT MARKETING PROGRAM

Develop a comprehensive Convention & Event Sales program that promotes and leverages a wide variety of properties and meeting venues throughout the region.

region.		
STRATEGIC INITIATIVES		
1) Implement "Champion" program focusing on role of local community	Staff	Outcome
Work with local businesses and residents to determine what conferences/events they	Conv	Identify convention/event prospects
participate in and recruit conference/event to Salem area		
2) Develop cooperative marketing campaigns with partners	Staff	Outcome
Work closely with groups such as Oregon State Fair, Salem Conference Center, etc., to	Conv	Secure more convention/event business
leverage existing marketing efforts and resources, as well as identify new opportunities		
that can be jointly pursued		
a) Descarch wich a manufacte	Staff	Outcome
3) Research niche markets Develop regional inventory of maeting/event facilities 8, define niche markets, recearch 8		Develop new convention/event business
Develop regional inventory of meeting/event facilities & define niche markets; research & secure relocation and rotational opportunities of conference/events	Conv	Develop new convention/event business
secure relocation and rotational opportunities of conference/events		
4) Secure new conference/event opportunities using the Agility Fund	Staff	Outcome
Utilize visitor development funds to capture new business (e.g. bid fees, sponsorship)	Conv	Develop new convention/event business
5) Initiate sales missions to promote region's collective inventory	Staff	Outcome
Explore feeder city opportunities in the Northwest	Conv	Increase convention & event business from out of state
Explore reeder city opportunities in the Northwest	CONV	increase convention & event business from out or state
6) Pursue editorial coverage for Salem as a convention destination	Staff	Outcome
Target industry publications and secure free editorial coverage promoting Salem to meeting/event planners	Mktg	Increase awareness of Salem as conference & event destination
7) Develop sports marketing program/create inventory of venues	Staff	Outcome
Determine inventory opportunities; define what niches are best supported; identify new	Conv	Secure additional sporting opportunities with area
marketing strategies	CONV	athletic/sports partners and venues
8) Research & broaden geographic scope of program	Staff	Outcome
Increase overall economic impact by using partnership funds to market Marion/Polk	Conv	Support convention & event business in region
venues for convention/event activites when Salem can't accommodate business		

9) Maintain existing marketing efforts	Staff	Outcome
Place Salem ads in SGMP directory, MPI directory, Religious Conference Managers Assoc (RCMA) directory, SportsEvents.com and free web listings, Meetings in the West, MPI quarterly newsletter, niche sport and event placements; coordinate tradeshows (e.g.	Conv	Obtain new and repeat convention/event business; stay competitive with other markets (e.g. Eugene, Bend, Portland) to keep Salem's market share
Oregon State University, SGMP, MPI, Oregon Society of Association Management (OSAM), Chamber Show Biz, Amateur Softball Assoc (ASA), Meetings Market Academy); implement sales activities (e.g. direct contact, phone/email, direct mail and site/familiarization tours); coordinate bi-monthly Team Salem meetings; attend Oregon Tour & Travel Alliance (OTTA)		

2/b - DRIVE INNOVATIVE TOURISM MARKETING STRATEGIES					
Develop a comprehensive leisure tourism marketing program that promotes Salem as a pref	erred destir	nation for leisure day and overnight visitors.			
STRATEGIC INITIATIVES					
1) Explore advertising & publicity options to educate target audiences	Staff	Outcome			
Place Salem ads and co-op ads in Sunset, Better Homes & Gardens, Good Housekeeping,	Mktg/PR	Attract visitors by creating top-of-mind awareness of			
Oregon Attractions newspaper travel insert; work with Salem area businesses to participate		the Salem area as a visitor destination; engage local			
with special promotions (e.g. Oregon Bounty); consistent communication with local media		community and heighten awareness of Salem to visiting			
outlets		friends and relatives			
Holiday ad campaigns targeting local consumers	Mktg	Drive economic impact and community awareness			
Develop integrated partnerships with local media (SJ column, vlogs, etc.)	Mktg	Drive economic impact and community awareness			
2) Redesign TravelSalem.com to be dynamic & user-friendly	Staff	Outcome			
Make TravelSalem.com more attractive, easier to use and to move TravelSalem.com up the	Mktg	Convert website visits to actual visitors			
search engine ladder					
Redesign shopping cart	Mktg	Convert website visits to actual visitors			
Implement virtual tours, podcasting and blogs (partnerships w/ CCTV, CCC)	Mktg	Convert website visits to actual visitors			
Redesign website to tie-in new "Absolutely Oregon" brand	Mktg	Convert website visits to actual visitors			
3) Research & establish satellite visitor resource locations	Staff	Outcome			
Design, build & locate kiosks	Mktg	Provide easily accessbile visitor information that			
		encourages repeat visitation, lengthens stays and			
		increases expenditures			
4) 2010 Visitors Guide content innovations	Staff	Outcome			
Develop regional photography database	Mktg	Expand photo resources and build community			
	I	awareness			
5) Implement technology and utilize online marketing resources	Staff	Outcome			
Actively engage in social networking and utilize other online promotional tactics (FaceBook,	Mktg	Drive economic impact and community awareness			
Twitter, Flickr, MySpace) to target marketing messages to key audiences					
Develop GPS unit marketing program to promote walking and driving tours	Mktg	Drive economic impact and community awareness			
Update Salem area video	Mktg	Drive economic impact and community awareness			
6) Pursue editorial coverage to leverage marketing resources	Staff	Outcome			
Contact 500 journalists, publications and broadcast entities to secure media coverage	PR	Attract visitors to the region			
Pursue out-of-market publicity options; work with local businesses to determine human	PR	Attract visitors to the region			
interest angles and unique public relations opportunities					

7) Expand regional efforts through creative partnerships & marketing initiatives	Staff	Outcome
Execute marketing services contract for Woodburn Area Tourism Association	Mktg	Increase visitation by broadening Salem's reach through new creative marketing strategies and joint promotions
8) Participate with current tourism partners to enhance marketing efforts	Staff	Outcome
Implement cooperative marketing strategies; assist events; serve on Board of Directors of WVVA; regularly organize meetings to discuss partnerships and co-operative opportunities (e.g. WVVA, Oregon Travel & Tourism Allicance (OTTA), OLA, ORA, Salem Area Lodging Assoc (SALA), area attractions, Salem Marketing Network, Oregon Film Commission, refer to Industry Partners by Category grid)	Mktg	Attract more visitors to Salem
9) Develop new promotional opportunities	Staff	Outcome
Create and implement co-op ad placements; increase ad inquiries; identify Salem industries to develop marketing partnerships; pitch area events to the broadcast media; recruit new businesses to participate with Oregon Bounty campaign	Mktg	Increase visitation by broadening Salem's reach through new creative marketing strategies and joint promotions
10) Leverage Travel Oregon's marketing efforts	Staff	Outcome
Pitch stories to Travel Oregon Magazine editors; post Salem area events on TravelOregon.com; partner with a Travel Oregon consumer e-newsletter promotion; distribute Salem Area Visitors Guide through State Welcome Centers; utilize Travel Oregon ad rates and Travel Oregon Online Lead program; direct mail tour operators; partner with Quality Service Training; and submit storylines	Mktg	Increase visitation to Salem
	Staff	0
11) Develop campaign to target visitor inquiries Direct market to inquiries using web-based strategies, reducing hard costs for postal services	Mktg	Outcome Increase visitation to Salem by targeting qualified leads
12) Maintain existing marketing efforts	Staff	Outcome
Print advertising (e.g. Better Homes and Gardens, Good Housekeeping, Oregon Attractions Travel Newspaper Insert, Oregon Tour and Travel Alliance (OTTA) directory, Travel Oregon online program); online advertising (e.g. TravelOregon.com, Oregon.com, OnlineHighways.com, pay-per-click, site optimization); outdoor advertising (e.g. I-5 direction boards, Travel Information Council (TIC) Rest Area Kiosk Program, Woodburn Company Stores Kiosk); broadcast advertising (e.g. Digital City Guide, local radio, Visitor Center plasma screens); visitor information network (e.g. operate Travel Cafe and maintain satellite kiosks); fulfill visitor requests; brochure distribution (e.g. Certified Folder, TIC, Garten, State Welcome Centers, Collier Info Center and 800+ locations throughout Ore, Wash, Calif and B.C.); purchase Salem photos for marketing purposes; attend Governor's Conference on Tourism for networking and educational opportunities	Mktg	Increase visitation to Salem; remain competitive with other Oregon destinations

2/c - BUILD SERVICES & HOSPITALITY PROGRAM		
Develop a comprehensive services and hospitality program that ensures visitors ha	ve the info	mation, resources and support they need to make the most out
of their travel experience.		
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STRATEGIC INITIATIVES		
1) Develop & implement a marketing campaign	Staff	Outcome
Create online brochure outlining group services; include service materials in all	Mktg	Assist as many groups as possible with visitor information to
sales marketing efforts	·····cg	ensure their Salem experience is enjoyable and
Jules marketing energy		convention/event business is retained.
		convention/event bosiness is retained.
2) Develop & distribute restaurant/amenity guides focusing on key geographic		
	Staff	Outcome
areas	1	
Customize a geographic restaurant guide for groups - publish online	Serv	Increase the economic impact of convention delegates/event
		participants (requested by group/event planners)
3) Implement post-event hospitality surveys & other feedback channels; use	C+ (C	
data to improve & expand program deliverables	Staff	Outcome
Contact groups; use online survey tool to contact clients post-event & obtain	Serv	Ensure retention of current convention/event business
actual attendance, level of satisfaction and overall rating; share survey findings		
with facility/venue		
4) Increase volunteer base targeting specific skill sets	Staff	Outcome
Create volunteer application, recruitment brochure and TravelSalem.com	Serv	Retain current convention/event and leisure visitor business by
volunteer opportunities page; match volunteer skills to the appropriate service		providing the highest level of hospitality and service
opportunity		
5) Communicate proactively to industry partners regarding activities & events	Staff	Outcome
to increase participation & promotion of regional assets		
Expand services database to include interested regional partners and	Serv	Increase service and hospitality to convention/event groups
communicate with partners on a quarterly basis regarding service opportunities		while encouraging longer visitor stays within the region
6) Research Mobile Visitors Center concept	Staff	Outcome
Research opportunity & concept	Bus Dev	Encourage longer and return visits by providing a higher level
		of on-site visitor information services to conventions and
		events
7) Maintain existing service efforts	Staff	Outcome
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In the second se	Distribute welcome bags to groups; coordinate information tables at conventions/events; participate in appropriate sales calls and coordinating committees to coordinate services (e.g. dignitary appearances/welcome letters, entertainment, liaison between event and City services, create pre and post tour itineraries); coordinate monthly broadcast interviews; coordinate Team Salem and Sports Alliance meetings; attendance building program for meeting planners (utilize "save the date" e-vites with link to TravelSalem.com; offer Salem Visitors Guides and Salem video to group organizers to pre-promote the region; participate one year in advance to pre-promote event)		Retain current convention/event business; educate and engage the Salem community in local events and activities; increase room nights and economic impact to the region; and ensure coordinated marketing efforts with partners and business community
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2/d - DEVELOP STRATEGIC PARTNERSHIPS AND ALLIANCES Develop strong, interdependant partnerships that enhance Travel Salem's crediblity, improve program effectiveness and increase funding resources and opportunities. **STRATEGIC INITIATIVES** 1) Develop local industry committees Staff Outcome Strategic partnerships with travel trade (travel agents, tour operators), wineries, gardens, Drive awareness and promotion of Salem; define Αll outdoor/parks, events, industry (Kettle Foods, Supra, Garmin AT) issues that have regional impact 2) Meet with current partners to determine common goals, resources & obstacles Staff Outcome Attract additional business to Salem through Strategic meetings with partners identified on the following page "Industry Partner by Αll cross promotion, co-op marketing, and Category" creation/reinvention of promotional programs 3) Assist industry partners with sales & marketing efforts Staff Outcome Drive visitation & economic impact; secure new Take advantage of economies of scale and human resources Αll business & retain existing business 4) Expand regional efforts through creative partnerships & marketing initiatives Staff Outcome Seek alliances to leverage existing efforts and support broad-based regional tourism Expanded resources and capabilities to drive Αll promotion visitation & economic impact 5) Leverage partnerships to diversify funding streams Staff Outcome Research and implement strategies with key stakeholders to create new funding Improved program effectiveness to drive Admin mechanisms visitation & economic impact

INDUSTRY PARTNERS BY CATEGORY

INDUSTRY	GOVERNMENT	CORPORATE/BUSINESS	NONPROFIT/ASSOCIATIONS
LODGING		Individual lodging properties throughout region	Oregon Lodging Association SALA
DINING/FOOD & BEVERAGE		RestaurantsCaterersBeverage distributors	Oregon Restaurant AssociationLocal restaurants
COMMUNITY	 City of Salem Marion County Polk County Confederated Tribes of Grand Ronde Oregon Military Department 	• Civic groups (Rotary, Kiwanis)	 Salem Chamber SEDCOR Go Downtown Salem! Neighborhood Assns Boys & Girls Club YWCA/YMCA
MEETING/FACILITIES	 Salem Conference Center Oregon State Fair & Expo Western Oregon Univ Willamette Univ Chemeketa Comm Coll 	 Individual meeting locations (Grand Lodge, Red Lion) Sales Team 	GOSGMPOSAMMPIRCMA
ATTRACTIONS	e.g. State Capitol, city parks, state park, county fairs	e.g. Enchanted Forest, Oregon Garden, Woodburn Company Stores, Spirit Mountain Casino	e.g. Mission Mill Museum, Historic Deepwood Estate, Bush House, Discovery Village
EDUCATION	Chemeketa Comm CollWestern Oregon UnivSalem-Keizer School Dist	Private (e.g. Abiqua)Trade schools	Willamette Univ Corban College
AGRICULTURE	Dept of AgriDept of ForestryOregon Assoc Industries	e.g. Farmers markets, gardens, wineries, vineyards, technical tours (tree farms)	Agri-Business CouncilAgfest
MEDIA	 Ore Film & Video Comm Chemeketa Comm Coll CCTV	 Print, broadcast, online Local (Allied Video, Digital City Guide) 	Oregon Public Broadcasting
SPORTS & RECREATION	Oregon State ParksCity of SalemSalem-Keizer School DistHigher education	 The Hoop Gallagher Fitness Gyms, archery, paintball, etc. Volcanoes & Salem Stampede 	 Ore School Athletic Assoc Amateur Softball Assn US Specialty Sports Assn
CULTURAL HERITAGE	 Oregon Arts Comm State Historic Preservation of Oreg Oregon 150 Oregon Downtown Dev Comm 	 NW Business for Culture & Arts Independent galleries 	ArtSmartSalem Art AssnPentacle TheatreOregon SymphonyHistorical societies
TOURISM	 Travel Oregon Travel Info Council Oregon State Parks 		OACVB, WACVBWVVAAAAOTTADMOIAudubon Society
EVENTS	Oregon State Fair & Expo		Oreg Festivals & Events AssnSalem and regional events (ArtFair, World Beat)

Please note: This chart is not an exhaustive list of industry partnerships. The chart is designed to provide examples within each category, and some examples might fit in multiple categories.

PERFORMANCE MEASUREMENTS

MEASUREMENT	METHOD OF MEASUREMENT	FREQUENCY	ORIGINATION	DESIRED RESULT	BENCHMARK
Estimated Economic Impact (EEI)	Travel generated from: Employment & earnings Accommodations & food services Arts, entertainment & recreation Retail Ground transportation Air transport ation Travel arrangement services Tax revenues (includes TOT and gas tax)	Annually	Dean Runyan Associates	Steady, long- term growth in EEI	2007 EEI = \$511.8 million for Marion & Polk Counties
Transient Occupancy Tax (TOT)	Room tax revenue collected from lodging facilities.	Quarterly	City of Salem	Stead, long- term growth in TOT	2007 TOT = \$3 million for Marion & Polk Counties
Leverage	 Increased program capacity from: In-kind contributions Advertising Media value (local, regional, national) Volunteer labor Will amette Valley Visitors Association Membership revenues 	Quarterly	Travel Salem	Increases in "cash equivalents" and leverage of marketing resources	o7/08 Leverage = \$1,150,681



09-10 Organizational Structure

