



HELENA
M O N T A N A

Jazlyn Young

December 2025

For the month of November:

Visitor Information Center:

- Provided information to visitors and new residents about accommodations, attractions, recreation options, dining, and local events
- Answered phone calls and emails to help future and current visitors plan their stay in Helena
- Helped multiple groups and individuals download the Open Audio Tours App to learn and explore Helena
- Informed visitors of local events that are occurring while they are in town
- Researched common questions from visitors to help provide them with the best experience
- Created printout with hours for the Montana Heritage Center
- Ordered more Hike/Bike and Day to Play rack cards
- Updated the Landmarks and Attractions map

Website, Marketing & Promotion:

- Composed Mass and Local newsletters for circulation via MailChimp
- Composed a blog "What's the History?" for the website and newsletter
- Researched and uploaded new events to the website
- Prepared Visitor Guides to be mailed out to individuals planning to come and visit Helena.
- Compiled a list of major sports, tournaments, and events both for us locally and to include in the Southwest regional guide.
- Dropped off Visitor Information at the Helena Regional Airport

Miscellaneous:

- Volunteered at the State Basketball Tournament for Special Olympics
- Participated in the Holiday Market at Reeder's Alley