

*Hosting an informal family reunion, retreat or gathering takes a little bit of effort. It may seem overwhelming but all it takes is a bit of organization and the proper amount of time to plan. For those who are jumping into this for the first time, contacting the Visitor & Convention Bureau is a great place to start.*

*We can help you identify sites, hotels and options and get you connected with the resources you'll need.*

## 6 Months Prior

- ☐ Identify your desired dates.
- ☐ Identify your lodging needs and contact appropriate properties for reservations. *Please note, in the summer time, campgrounds and RV parks can fill up quickly, so if you've identified that type of property you'll want to book 10 months out to secure desired dates.*
- ☐ If large gathering spaces are required, contact the location for reservations.

## 4-6 Months Prior *(depending on group size)*

- ☐ Group meal needs – select your restaurant/catering location if needed. The larger your group, the sooner you should make your reservations.
- ☐ Send out invitation and lodging information to your attendees.

## 3 Months Prior

- ☐ Select the group activities in which to participate. If a guide or specific business is required, contact those businesses for reservations. For a list of group friendly activities, contact the VCB [info@oregonsadventurecoast.com](mailto:info@oregonsadventurecoast.com).



## 2 Months Prior

- ☐ Provide a list of addresses to the VCB to have visitor guides mailed to your guests.

## Day of Event

- ☐ Relax, and have a great time!