

Hosting a meeting, retreat, reunion or other gathering takes a little bit of effort. It may seem overwhelming but all it takes is a bit of organization and allowing yourself 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. Our local hotels and convention sites are also a tremendous asset and can relieve much of the planning burden for you.

Start by sending an email to info@oregonsadventurecoast.com.

Things to Consider When Planning

- ☐ Number of expected attendees?
- ☐ Budget: You'll need a list of possible expenses and also to decide who is responsible for the expenses. (i.e. guests, organizer, etc)
- ☐ Will this be an indoor or outdoor event?
- ☐ Do you require a specific type of venue for meetings or gatherings?
- ☐ How formal or casual of an event?
- ☐ Length of time?
- ☐ What time of year?
- ☐ What will your lodging needs be?
- ☐ How will meals and transportation be handled?
- ☐ Will you be planning any activities for your guests?
- ☐ Will your event require audio/visual services?
- ☐ What are your transportation needs?

