

CONVENTION PLANNING *Manual*



Explore
the WESTERN EDGE




DICKINSON
THE WESTERN EDGE
CONVENTION & VISITORS BUREAU

www.visitdickinson.com



Convention Planning Manual

The purpose of the Convention Planning Manual is to provide an easy and practical guide for planning and developing a successful convention in Dickinson.

The Dickinson Convention & Visitors Bureau (CVB) is here to support your organization in hosting a well-planned, informational, and entertaining event.

When you are planning your next meeting, you first need to have a purpose.

What are you trying to accomplish? Many consider learning new information as the main purpose to attend a meeting. Other reasons may be to meet new contacts or just simply to have fun. If planned correctly, you can accomplish all three at your meeting!

The next and most logical step would be to select a General Chairperson. This person should have organizational skills, problem solving capability, and administrative sense. A good chairperson will delegate jobs to committee members so he/she can dedicate himself to the whole project. Follow-up will also be an important responsibility of the General Chairperson; this will assure nothing has been forgotten.

Convention Committee Positions:

- Agenda
- Budget
- Entertainment
- Equipment & Speakers
- Exhibits/Vendors
- Guests & Speakers
- Housing & Facilities
- Meals & Breaks
- Publicity
- Registration
- Transportation
- Tours & Spousal Activities

Be very selective and place dependable people in these positions! Let committee members know exactly what is expected of them. Give them guidelines and deadlines. The more committee members that are involved, the more ideas your group has to work with. Encourage participation from each of your members on the committee.





Convention Planning Manual

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Agenda Committee

Overall Organizational Lead Contact _____

Phone _____ Email _____

State Contact _____

Phone _____ Email _____

Local Contact _____

Phone _____ Email _____

* Obtain a print agenda to guide you through the organizing process.

Day 1

Day 2

Day 3

Notes

Agenda Completed? Yes___ No___



Entertainment Committee

Committee Chair _____ Phone _____
 Email _____

Name	Other Committee Members Phone	Email
_____	_____	_____
_____	_____	_____

Determine the type of entertainment that suits your group. Acquire a list of groups from your local CVB or Chamber of Commerce. Figure cost, availability, and the times you will need them (lunch, banquet, etc).

Entertainment Ideas

Entertainment	Date/Time Needed	Event Needed for (lunch, banquet, etc)	Description	Cost
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____

Notes

Entertainment Completed? Yes___ No___



Equipment & Speakers Committee

Committee Chair _____ Phone _____
Email _____

Name	Other Committee Members Phone	Email
_____	_____	_____
_____	_____	_____

This person will be responsible for making arrangements for speakers to attend your event. Like the entertainment, you can acquire a list of speakers ensuring that one will suit your group's needs from the CVB. You may need to make transportation arrangements if your speakers are flying in.

Don't forget to check what they charge and inquire if they will provide the equipment they need. (Example: microphone, projector, etc.) Check what the host hotel has available and the fees charged.

Check to see if gifts, name badges, or other items are needed for your guests and speakers.

Speakers & Equipment Checklist

Dignitaries Invited

Name	Speaking Date/Time	Equipment Requested	Accepted (yes or no)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Favors for Dignitaries _____

Transportation for Guests & Speakers _____

Arrangements for Welcome _____

Seating Arrangements _____

Briefing on Details of Events _____

** Make all arrangements concerning equipment at the facility and items necessary for social and business functions.*



Often Requested Equipment

Signs

- Registration
- Meeting Room(s)
- Subcommittees
- Registration Desk
- Hospitality Room(s)
- Easels

* Check with facility regarding policies for hanging banners and posting signs.

Stage

Size _____

Boards

- Dry Erase & Markers
- Magnetic

Chart Stands

- Lighted Lectern
- Gavel
- Flip Chart

Audio

- P.A. System
- Microphones

Recording Equipment

Operator _____

Projections Equipment

Operator _____

Commonly Requested Equipment

- | | | |
|--|---|--|
| <ul style="list-style-type: none">• Big Screen TV• DVD/VHS Player• Podium• Power Strips | <ul style="list-style-type: none">• Extension Cords• Piano• Table/Chair Coverings• LCD Projector/Screen(s) | Flags <ul style="list-style-type: none">• North Dakota• United States• Canada |
|--|---|--|

Special Equipment

Agreement on Total Cost of Extra Services _____

Extra Telephone *(if needed)*

Location _____

Radio & TV Broadcasting Facilities Availability _____



Correct Date & Time for each Session - *see agenda*

Room Assigned for each Session & Rental - *see agenda*

Headquarters Rooms _____

Seating Number – Seating Plan for each Session & Speaker’s Table

Seating Required _____ Size _____

Floor Plan

Have you received a final meeting room floor plan? Yes _____ No _____

Other Special Requirements

Check Before Each Session

- Seating Style as Ordered
- Cooling/ Heating System
- Lectern in Place with Lights Operating
- Water Pitcher & Glasses at Lectern
- Water Pitcher & Glasses for Delegates
- Chart Stands, Easels, Boards, Related Equipment
- Signs, Flags, Banners
- Special Flowers
- Post Notices if Meeting Rooms Have Changed
- Enough Seats For All Delegates
- Lighting
- Gavel
- Directional Signs
- Pencils, Note Pads, Paper Available
- Piano
- P.A. System Operating (microphones, number, types)
- Any Other Special Requirements

Immediately After Each Session

Remove Organization Property

Notes

Equipment & Speakers Completed? Yes___ No___



Exhibits / Vendors Committee

Committee Chair _____ Phone _____
Email _____

Name	Other Committee Members Phone	Email
_____	_____	_____
_____	_____	_____

Acquire space and provide information about that space to potential exhibitors. Rental policies must be developed, as well as information for vendors.

Exhibits/Vendors Checklist

Number of Exhibits and Floor Plans

Are the Exhibits/Vendors Open to the Public? Yes _____ No _____

Hours/Days Open to the Public _____

Hours/Days for Exhibits Open for Meeting Attendees _____

Exhibitor Move-In Date & Time

Date _____ Time _____

Tear-Down Date & Time

Date _____ Time _____

Rooms to be Used for Exhibits

Notes

Exhibits/Vendors Completed? Yes____ No____



Housing & Facility Committee

Committee Chair _____ Phone _____
Email _____

Name	Other Committee Members Phone	Email
_____	_____	_____
_____	_____	_____

This committee assures satisfactory accommodations for the delegates. If your group cannot be housed in one facility, close coordination must be developed with the other hotels or request housing assistance from the CVB.

Will you be needing housing assistance from the CVB? Yes _____ No _____

If so, have you provided information regarding your meeting to the CVB?

** All information is required by the CVB no later than 6 months prior to the event.*

Before Choosing a Facility, Make Sure to Ask Yourself a Few Questions.

- Does the facility have the accommodations/services you need?
- Is the meeting/exhibit space sufficient for your groups needs?
- What are the benefits of using the facility?
- Are your dates available? What other groups will be there?
- Nearby attractions and restaurants available for your attendees?
- What are the room rates?

** The CVB office will provide copies of the Dickinson Lodging Guide for you to send to your delegates prior to the convention.*

Housing & Facility Checklist

Convention Dates

From _____ To _____

Majority Arriving _____ Majority Leaving _____

Transportation Arrangements to & from Convention Center _____



Headquarters Facility

Lodging Facility _____ Sales Contact _____

Address _____ Phone _____

1 Standard Room (1-4 Persons) Total Rooms Blocked _____
 Room Rate \$ _____
 Tax \$ _____
 Total \$ _____

1 Standard Suite Total Rooms Blocked _____
 Room Rate \$ _____
 Tax \$ _____
 Total \$ _____

_____ Total Rooms Blocked _____
 (Room Type) Room Rate \$ _____
 Tax \$ _____
 Total \$ _____

Additional Price Per Person (if any) _____

Room Block Release Date _____ Total Facility Room Blocks _____

** Refer to contract for complete lodging information.*

Other Lodging Facility Room Blocks

Lodging Facility _____ Phone _____

1 Standard Room (1-4 Persons) Total Rooms Blocked _____
 Room Rate \$ _____
 Tax \$ _____
 Total \$ _____

1 Standard Suite Total Rooms Blocked _____
 Room Rate \$ _____
 Tax \$ _____
 Total \$ _____

_____ Total Rooms Blocked _____
 (Room Type) Room Rate \$ _____
 Tax \$ _____
 Total \$ _____

Additional Price Per Person (if any) _____

Room Block Release Date _____ Total Facility Room Blocks _____



Lodging Facility _____ Phone _____

1 Standard Room *[1-4 Persons]* Total Rooms Blocked _____
 Room Rate \$ _____
 Tax \$ _____
 Total \$ _____

1 Standard Suite Total Rooms Blocked _____
 Room Rate \$ _____
 Tax \$ _____
 Total \$ _____

_____ Total Rooms Blocked _____
[Room Type] Room Rate \$ _____
 Tax \$ _____
 Total \$ _____

Additional Price Per Person (if any) _____

Room Block Release Date _____ Total Facility Room Blocks _____

Lodging Facility _____ Phone _____

1 Standard Room *[1-4 Persons]* Total Rooms Blocked _____
 Room Rate \$ _____
 Tax \$ _____
 Total \$ _____

1 Standard Suite Total Rooms Blocked _____
 Room Rate \$ _____
 Tax \$ _____
 Total \$ _____

_____ Total Rooms Blocked _____
[Room Type] Room Rate \$ _____
 Tax \$ _____
 Total \$ _____

Additional Price Per Person (if any) _____

Room Block Release Date _____ Total Facility Room Blocks _____



Meals & Breaks Committee

Committee Chair _____ Phone _____
Email _____

Other Committee Members

Name	Phone	Email
_____	_____	_____
_____	_____	_____

This committee will work with the hotel on menu, breaks, etc. The group will also work closely with the Equipment & Facilities Chairman. Your host hotel will have a menu for you to choose from and will list prices as well. Make sure when you have the schedule set that you inform the hotel of dates, time, how many to serve, and what it will be for (example: banquet, breakfast, breaks, lunch, social hour, etc.)

Suggestion: Find local sponsors for your breaks!

Meals & Breaks Chairman Checklist

Number of Hospitality Rooms Needed _____ Rates _____

Meetings

Request meeting function sheet from convention center.

Check Food, Tax, and Gratuities Policies

Potential Break Sponsors

Sponsor	Break Being Sponsored	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



Meals

	Date	Time	Location	Attendance	Cost	Tax	Gratuuity	Total Cost
Day 1								
Breakfast								
Break								
Lunch								
Break								
Social Reception								
Dinner / Banquet								
Day 1 Total Cost								
Day 2								
Breakfast								
Break								
Lunch								
Break								
Social Reception								
Dinner / Banquet								
Day 2 Total Cost								
Day 3								
Breakfast								
Break								
Lunch								
Break								
Social Reception								
Dinner / Banquet								
Day 3 Total Cost								
Total Costs								

Dickinson Caterers

Country Rose Catering • 701-483-2211 / 701-590-1280

Dan's Supermarket • 701-225-1768

Dakota Diner • 701-483-9696

Eagles Club • 701-483-3561

Elks Lodge • 701-483-1137

Jack's Family Restaurant & Catering • 701-225-1768

JD's BBQ • 701-483-2277

Lady J's Catering • 701-483-6833

Mulligan's • 701-483-2287

Ramada - Grand Dakota Lodge • 701-483-5600

Sodexo • 701-483-2014

Notes

Meals & Breaks Completed? Yes___ No___
--



Publicity Committee

Committee Chair _____ Phone _____
Email _____

Name	Other Committee Members Phone	Email
_____	_____	_____
_____	_____	_____

How much coverage do you want? The Dickinson CVB may assist you with media coverage.

Do you wish the CVB to assist with the media publicity? Yes _____ No _____

If so, have you provided information regarding your meeting to the CVB?
** All information is required to the CVB no later than 4 weeks prior to the event.*

Invitations

- Online
- Printed Mailing

Agenda and Other Online/Print Materials Needed

notes

Publicity Completed? Yes___ No___



Registration Committee

Committee Chair _____ Phone _____
Email _____

Other Committee Members		
Name	Phone	Email
_____	_____	_____
_____	_____	_____

*Determine your registration fee. Make sure that you have enough people to work the registration area when attendees begin to arrive. Have everything you need on hand. Visit with your host hotel on where you will be set up and what you will need (table, chairs, coffee, water, pens, extra name tags, garbage cans, easels, stapler, tape, etc).
* The CVB can assist with registration if you request this service.*

Registration Location _____

Date _____ Time _____

Would you like registration assistance from the CVB? Yes _____ No _____

** If so, please request this service of the CVB no later than 4 weeks prior to the event.*

Registration List

Registration Tables Needed _____ Size of Registration Tables _____

Name Badges

Will you need name badges for the attendees? Yes _____ No _____

Will you need the CVB to provide the name badges? Yes _____ No _____

** Please request this service of the CVB no later than 4 weeks prior to the event.*

** The submitted names on the Registration List must be legible.*

Chairs Needed _____

Committee Laptops _____

Bulletin Message Boards

How many? _____ Size _____

Note Paper/Pens/Pencils

Cash Drawer

Beginning Cash Amount: \$ _____ Ending Cash Amount: \$ _____

Check Prior to Opening

- Policy on Checks & Refunds
- Policy on Pre-Registration vs. at Door Registrations
- Information on Name Badges
- Information on Registration List
- Ticket Prices
- Handling of Guests/Dignitaries
- Programs/Meeting Literature
- Half-Day Registration?



Convention Packets Provided

- Name Badges
- Convention Agendas
- CVB Bag
 - Guide to the City
 - Brochures
 - Anything Else You May Like to Add

Notes

Registration Completed? Yes___ No___

Transportation Committee

Lead Contact _____ Phone _____
 Email _____

	Other Committee Members	
Name	Phone	Email
_____	_____	_____
_____	_____	_____

This committee will be in charge of arranging tours, trips, and transportation for guests and speakers. Information on car rentals, limousines, and buses is listed in the back of this manual on Page 17.

Auto

Motor Coach

Limousine

Airport

Notes

Transportation Completed? Yes___ No___
--



Tours & Spousal Activities Committee

Committee Chair _____ Phone _____
 Email _____

Name	Other Committee Members Phone	Email
_____	_____	_____
_____	_____	_____

There is a list of several tours and activities available below. If you need more assistance in organizing an activity, contact the Convention & Visitors Bureau's office.

Dickinson Attractions & Specialties

Antique Shopping
 DSU's Campus & Art Gallery
 Joachim Regional Museum *(seasonal)*
 Dakota Dinosaur Museum *(seasonal)*
 Walking / Biking Trails
 Patterson Lake

The Brew *(historical church)*
 Heart River Golf Course
 NDSU Horticulture Tour at Dickinson Research Center
 Prairie Outpost Park
 Downtown Shopping

Dickinson Business Tours *Must Call For Permission*

Badlands Activities Center (483-1918)
 Butler Machinery (456-1400)
 Consolidated Telcom (483-4000)
 Dean's Meat Market (483-8461)
 Dickinson Press (225-8111)
 Dickinson State University (483-2507)
 Fisher Industries (456-9184)

Killdeer Mountain Manufacturing (483-5623)
 Papa Murphy's Pizza (483-7272)
 SolarBee (483-4495)
 St. Joseph's Hospital & Health Center (456-4000)
 Steffes Corporation (483-5400)
 Ukrainian Cultural Institute (483-1486)
 West River Community Center (456-2070)
 The Wurst Shop (483-6384)

Medora Sightseeing Theodore Roosevelt National Park

Notes

Tours & Spousal Activities Completed? Yes___ No___



Dickinson Convention & Visitors Bureau

Meeting & Planning Services

- ◆ Gather Facility & Date Availability
- ◆ Gather Room Bids & Blocks at Local Hotels
- ◆ Contact Local Hotels & Convention Facilities to Arrange Bid Proposals *and/or* Give Bid Presentations to the Executive Committee
- ◆ Provide a Convention Planning Manual
- ◆ Work with Chosen Convention Site and Local Planning Committee
- ◆ Assist in Planning Tours/Spouse Programs
- ◆ Provide Entertainment & Speaker Ideas
- ◆ Offer Transportation Information
- ◆ Contact Local Media, List Event Free of Charge on CVB Web Site, Community Calendar of Events & Electronic Signs
- ◆ On-Site Registration
(Advance notice required)
- ◆ Provide a Western Edge Hospitality Packet for Each Attendee or Set Up an Information Table During Your Event
- ◆ Name Badges – 1-day adhesive, 2-day pre-printed
(Pre-Printed badges include badge, holder & lanyard. Ribbons upon request.)
(Advance notice required for pre-printed name badges.)
- ◆ Provide a Welcome Banner Designed Specifically for Your Event
(Free for multiple day events)
- ◆ VIP Welcome



Checklist

This checklist is provided to ensure that your event in Dickinson is a success!

Budget

- Identify all income and expenses
- Determine your registration fees

Timing

- Determine length, days and dates of meeting
- Check for conflicts with facility, speakers, entertainment etc.
- Plan housing arrival and departure dates

Facility

- Up-keep (sleeping rooms, meeting rooms, restaurant, etc)
- Availability
- Sleeping rooms rate

Meeting Rooms

- Find out the cost of the room(s)
- Will number of delegates fit comfortably
- Accessibility for handicap
- Lighting, ventilation, electric outlets, sound
- Location - easy for delegates to find

Arrange Lodging

- Obtain room blocks
- Find out reservation policy
- Ask about cancellation policies
- Date for reservation cut off
- Send out information to delegates
- Reserve hospitality suites if needed
- Arrange VIP accommodations

Food & Beverage Requirements

- Decide when and where the meals will be served
- Select menus for meals and breaks
- Estimate attendance count for each meal & breaks (breakfast, breaks, lunch, banquet)
- Decide on host or no-host bar
- Decide on food/beverage for hospitality suites
- Inquire about the food policy, taxes & gratuities



Exhibits

- Establish space needed and how many booths will be there
- Determine cost per booth
- Decide on exhibit hours
- Establish set-up and tear-down time

Registration

- Arrange for a registration area
- Have forms, pens, and moneybox, whatever needed at table
- Organize registration time
- Registration staff - contact the Dickinson CVB for assistance

Publicity

- Prepare press release - contact the Dickinson CVB for assistance
- Create printed materials (invitations, agenda, etc.)

Notes

For further assistance, please contact us at:

Dickinson Convention & Visitors Bureau
72 E. Museum Drive
Dickinson, ND 58601

Ph: 701.483.4988 / 800.279.7391
Fax: 701.483.9261
info@visitdickinson.com
www.visitdickinson.com

We at the Dickinson CVB hope you enjoy your time in Dickinson. When you are in Dickinson, our office will try and make your time spent here worth the visit on "The Western Edge".

Dickinson CVB Staff:

Julie Obrigewitsch
Sales Coordinator
Julie@visitdickinson.com

Terri Thiel
Executive Director
Terri@visitdickinson.com

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Administrative Assistant
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General Information

Airline Transportation

Dickinson Theodore Roosevelt Regional Airport • 701-483-1062/800-241-6522 • www.dickinsonairport.com
Served by Great Lakes Aviation. Offers 3 round-trip flights Sunday-Friday; 2 round-trip flights on Saturday. Call for flight information and reservations.

Western Edge Aviation LLC • 701-483-4221 • www.westernedgeaviation.net
A full-service Fixed Base Operator with professional, fast, and friendly service.

Bus Service

Dakota Bus Service • 701-227-4366 • www.mydakotatrailways.com

Car Rentals

Budget Rent-A-Car • 701-225-2838/800-355-3673 • <http://parkway-ford.com>

Dan Porter Motors • 701-227-1272/800-626-3231 • <http://dpmotors.com>

Hertz Car Rental • 701-690-1495 • <http://www.hertz.com>

Sax Motor Co. • 701-483-4411/800-489-9430 • <http://saxmotor.com>

U-Save Auto Rental • 701-483-7550 • www.usave.com

Western Edge Aviation LLC • 701-590-4298 • www.westernedgeaviation.net

Limousine / Party Bus

Joy Haven Limo • 701-483-8520 • www.joyhaven.com

Night Ride Luxuries Party Bus • 701-590-4298 • www.nightrideluxuries.com

Rock Star Party Bus • 701-690-1376 • www.rockstarpartybusnd.com

Shuttle / Taxi

A & C Services • 701-590-3396 • www.a-cservices.net

Airport Express Shuttle • 701-641-0096 • www.x-shuttle.com

Public Transit Taxi • 701-483-6564

Golf Course

Heart River Golf Course • 701-225-9412 • www.dickinsonparks.org/HRGC.asp

An 18-hole course set around Patterson Lake and along the scenic Heart River. The clubhouse features a Pro-shop, locker rooms, and "The 19th Hole" - a full service restaurant offering beverages, snacks, soups, and sandwiches.

Schedule of Operations:

March 1 - October 31

November 1 - February 28 (Weather permitting)



Lodging & Conference Facilities

Lodging Facilities with Meeting Rooms

Best Western Plus Heritage Hotel & Suites • 475 - 15th St. W. • 701-456-8400 • 57 Rooms
Meeting room capacity for 25. www.bestwestern.com bestwesternfront@ndsupernet.com

Holiday Inn Express Hotel & Suites • 103 - 14th St. W. • 701-456-8000 • 56 Rooms
Meeting room capacity for 60. www.hiexpress.com hiexpressdicnd@gmail.com

Microtel Inn & Suites • 1597 6th Ave. W. • 701-456-2000 • 79 Rooms
Meeting room capacity for 35. www.microtelinn.com gm.dickinson@mhotelmanagers.com

Quality Inn & Suites • 71 Museum Dr. • 701-225-9510 • 118 Rooms
Meeting room capacity for 90. www.qualityinn.com kamelhpatel@yahoo.com

Ramada – Grand Dakota Lodge & Conference Center • 532 - 15th St. W. • 701-483-5600 • 192 Rooms
Meeting Rooms and banquet seating for 700. Full banquet services & convention services.
www.granddakotalodge.com sales@granddakotalodge.com

Other Lodging Facilities

Americinn Motel & Suites • 229 - 15th St. W. • 701-225-1400 • 45 Rooms www.americinn.com americinndickinson@yahoo.com

Astoria Hotel & Event Center • 363 15th St. W. • 701-456-5000 • 97 Rooms www.stayastoria.com

Comfort Inn • 493 Elks Dr. • 701-264-7300 • 115 Rooms www.comfortinn.com comfortinn@ndsupernet.com

NoDak Motel • 600 E. Villard • 701-225-5119 • 26 Rooms www.go.to/nodak nodakmotel@hotmail.com

Oasis Inn • 1000 W. Villard • 701-225-6703 • 35 Rooms oasis@ndsupernet.com

Select Inn • 642 - 12th St. W. • 701-227-1891 • 59 Rooms www.vistarez.com/selectinn patel61@hotmail.com

Super 8 • 637 - 12th St. W. • 701-227-1215 • 60 Rooms www.super8.com

Travel Host Motel • 529 - 12th St. W. • 701-225-9123 • 53 Rooms

Meeting Rooms

Badlands Activities Center • 291 Campus Dr. • 701-483-1918 • www.dickinsonstate.edu/bachome

Dickinson Public Library • 139 - 3rd St. W. • 701-456-7700 • www.dickinsonlibrary.com (non-profit groups only)

Dickinson Recreation Center • 1865 Empire Rd. • 701-456-2074 • www.dickinsonparks.org/DPR_Rec_Center.asp

Eagles Club • 31 - 1st Ave. E. • 701-483-3561 • www.foe.com

Banquet seating for 350. No AV equipment. Projector screen available.

Elks Lodge • 501 Elks Dr. • 701-483-1137 • www.elks.org

Banquet seating for 425. AV equipment and projector screen available.

Heritage Pavilion (summer) • 188 Museum Dr. • 701-456-6225 • www.dickinsonmuseumcenter.org

Hollywood Theatre • 1223 I-94 Business Loop E. • 701-264-7081

Lady J's Catering • 20 E. Broadway • 701-483-6833 • www.ladyjscatering.com

Banquet seating for 500. AV equipment and projector screen available.

West River Community Center • 2004 Fairway St. • 701-456-2070 • www.dickinsonparks.org/WRCC.asp

* To view additional listings, go to www.visitdickinson.com/visitors/lodging



Dickinson / Area Activities

Kids Activities

- Bowling – Classic Lanes or Paragon Bowl • www.paragonbowl.com
- Dakota Dinosaur Museum *(seasonal)* • www.dakotadino.com
- Enchanted Highway • <http://enchantedhighway.net>
- Field of Swings *(seasonal)* • www.dickinsonparks.org
- Golfing at Heart River Golf Course – March 1 - October 31 • www.dickinsonparks.org/HRGC.asp
November 1 - February 28 (weather permitting)
- Patterson Lake *(seasonal)* • www.dickinsonparks.org/DPR_Patterson_Lake.asp
- Swing, slide, and picnic at one of our parks • www.dickinsonparks.org/DPR_Park_Systems.asp
- Putt 'N Stuff Mini-Golf *(seasonal)*
- West River Community Center • www.dickinsonparks.org/WRCC.asp

Museums

- Dakota Dinosaur Museum *(seasonal)* • www.dakotadino.com
- Joachim Regional Museum *(seasonal)* • www.dickinsonmuseumcenter.org
- Pioneer Machinery Museum *(seasonal)* • www.dickinsonmuseumcenter.org
- Prairie Outpost Park • www.dickinsonmuseumcenter.org
- Ukrainian Cultural Institute • www.ucitoday.org

Tours

- Assumption Abbey *(advance notice required)* • www.assumptionabbey.com
- Dakota Dinosaur Museum *(seasonal)* • www.dakotadino.com
- Dickinson Research Center's Floral Gardens *(seasonal)* • www.ag.ndsu.nodak.edu/dickinso
- Ukrainian Cultural Institute *(advance notice required)* • www.ucitoday.org

Scenic Sites

- Enchanted Highway • www.enchantedhighway.net
- Killdeer Scenic Byway • www.parkrec.nd.gov/byways/find/killdeer/index.html
- Old Red Old Ten Scenic Byway • www.oldredoldten.com
- Theodore Roosevelt National Park *(North & South Units)* • www.nps.gov/thro

Shopping

- Prairie Hills Mall • www.prairiehillsmall.com
- T-Rex Plaza
- Unique Downtown Shopping

Memories By Joey

Faith Expressions

Greene Drug & Gifts

JP Frameshop & Western Edge Gallery

My Friends House

The Brew

Masterpiece Gifts & Floral

Moe Moe's Garden

Lillian's



Convention Committee

People make things happen! Be very selective and place dependable people into your committee chairmanship positions.

Overall Organizational Lead Contact _____ Phone Number _____

State Contact _____ Phone Number _____

Local Contact _____ Phone Number _____

Committee

Chairperson

Phone Number

Agenda

Budget

Entertainment

Equipment / Speakers

Exhibits / Vendors

Housing & Facilities

Meals & Breaks

Publicity

Registration

Transportation

Tours & Spousal Activities



DICKINSON
THE WESTERN EDGE
CONVENTION & VISITORS BUREAU

701-483-4988 | 800-279-7391



w w w . v i s i t d i c k i n s o n . c o m