

REUNION PLANNING *Manual*



Explore
the WESTERN EDGE




DICKINSON
THE WESTERN EDGE
CONVENTION & VISITORS BUREAU

www.visitdickinson.com



Reunion Planning Manual

The purpose of the Reunion Planning Manual is to provide an easy and practical guide for planning and developing a successful family or class reunion in Dickinson.

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

Each reunion is different and will have different needs and ideas. Some of the best ones are personalized with information from the group's stories and utilize talent, time, and treasure found within the group itself.

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.

Reunion Committee Positions:

- Activities
- Agenda
- Budget
- Facility & Accommodations
- Meals
- Photography / Website
- Registration

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.





Reunion Planning Manual

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Activities Committee

Committee Chair _____ Phone _____
 Email _____

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

This committee plans the activities for the reunion. In addition, they are in charge of making sure all the equipment is there and in a functioning state.

Reunion Activities Options

- | | |
|-------------------------------|-----------------------------|
| Church Service | Guess the Baby Picture |
| Craft Table | Perform Skits |
| Create a Reunion Video | Pie-Eating Contest |
| Dinner & Dance | Pin Home Locations on a Map |
| Family/Class History Research | Reunion Quilt |
| Family/Class Memorabilia | Storytelling |
| Games | Talent Show |
| Group Photos | Time Capsule |
| | White Elephant Exchange |

Activity	Date/Time	Equipment Needed	Description	Cost
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____

Activities Completed? Yes___ No___



Agenda Committee

Overall Organizational Lead Contact _____

Phone _____ Email _____

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

Day 1

Day 2

Day 3

Notes

Agenda Completed? Yes___ No___



Budget Committee

Committee Chair _____ Phone _____
Email _____

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

Getting started, you will need to know exactly how much money you will be working with. It will be important to figure out where your income will be coming from, as well as where your money will be going.

Standard Income & Expenses

Income
 Registration Fees
 Contributions
 Other

Expenses
 Mailing/Postage
 Printing
 Entertainment
 Printed Brochures/Materials
 Giveaways
 Transportation
 Reunion Facility Rent
 Meals
 Website Developing & Hosting
 Decorations
 Other

The Expenses usually exceed the Income, so pre-planning is essential.

Notes

Budget Completed? Yes ___ No ___



Facility / Accommodations Committee

Committee Chair _____ Phone _____
Email _____

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

*This committee finds a meeting location for the reunion and assures satisfactory accommodations for the attendees
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.*

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

- Does the facility have the services you need?
- What are the benefits of using the facility?
- Are your dates available?
- Nearby attractions and restaurants available for your attendees?
- What is the rate?
- Is a deposit required?

A list of meeting rooms in Dickinson is provided on page 18.

A list of the parks and facilities in Dickinson is on page 19.

Will you need accommodation 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 Room Accommodations, Make Sure to Ask Yourself a Few Questions.

- Does the facility have the accommodations/services you need?
- Are your dates available?
- Nearby attractions and restaurants available for your attendees?
- What are the room rates?
- When is the release date for the block of rooms?

** Be sure to remind attendees of the release date for the block of rooms. Once the release date is past, the rooms will be released to the general public.*

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



Reunion Meeting Facility

Facility Name _____ Sales Contact _____

Address _____ Phone _____

Email Address _____

Deposit Required Yes _____ No _____

Deposit Cost _____

Deposit Due Date _____

Total Cost _____

Facility Capacity _____

Alcohol Policy _____

Headquarters Reunion Lodging Rooms

Hotel/Motel Name _____ Sales Contact _____

Address _____ Phone _____

1 Standard Room <i>[1-4 Persons]</i>	Total Rooms Blocked	_____
	Room Rate	\$ _____
	Tax	\$ _____
	Total	\$ _____

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

_____	Total Rooms Blocked	_____
<i>[Room Type]</i>	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 _____

Sales Contact _____

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 _____

Sales Contact _____

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 _____

Facility / Accommodations Completed? Yes___ No___



Meals Committee

Committee Chair _____ Phone _____
Email _____

Other Committee Members

Name	Phone	Email
_____	_____	_____
_____	_____	_____

This committee will work with the hotel or caterer on meals. Your host hotel or caterer will have a menu for you to choose from and will list prices. Make sure when you have the schedule set that you inform the hotel or caterer of dates, time, how many to serve, and what it will be for (example: banquet, breakfast, breaks, lunch, social hour, etc.)

Meals Chairman Checklist

Number of Hospitality Rooms Needed _____ Rates _____

Reunions

Request meeting function sheet from convention center.

Check Food, Tax, and Gratuities Policies

Will you have a picnic, potluck, and/or eat at a restaurant?

Menu ideas

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



Photography / Website Committee

Committee Chair _____ Phone _____
Email _____

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

Photographer

Photographer's Name _____ Phone _____

Email Address _____

Photographer's Cost _____

Date & Time for Photographer _____

Do you wish to have a website/social media site for your reunion? Yes _____ No _____

Webmaster's Name _____ Phone _____

Email Address _____

Photographer's Cost _____

Website Address _____

Facebook _____ Twitter @ _____

Invitations

- Online
- Printed Mailing

Notes

Photography / Website 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 venue 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).

Registration Location _____
Date _____ Time _____

Registration List

Registration Tables Needed _____ Size of Registration Tables _____

Name Badges

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

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

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

Chairs Needed _____

Committee Laptops _____

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 Registration List
- Ticket Prices
- Handling of Guests
- Programs/ Reunion Literature

Convention Packets Provided

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

Notes

Registration Completed? Yes___ No___



Checklist

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

18-24 Months Prior

- Organize a reunion-planning committee
- Structure regular committee-meeting dates
- Open a bank account
- Set dates for reunion
- Set up a reunion website, Facebook, Twitter
- Begin locating members & set up mailing list
- Set up a file for notes on everything you do
- Make initial contact with the Dickinson Convention & Visitors Bureau (CVB)

12-14 Months Prior

- Set up a budget
- Begin initial program structure - guest speakers, emcees, special programs
- Make plans for tours
- Send out first notification to members
- Form subcommittees from planning committee. Delegate areas of responsibility: entertainment, tours, registration
- Decide of memorabilia, t-shirts, caps, etc.
- Make initial contact with hotels, with plans, approximate numbers you expect
- Second mailing/phone contact with members
- Reserve a block of hotel rooms

6-9 Months Prior

- Finalize list of events & activities
- Mail registration packets and mention where room blocks have been set up with their release date visible
- Reserve photographer/videographer to document the event
- Finalize schedule with activities and meals
- Contact subcommittee for progress reports; make reassignments as necessary

2-5 Months Prior

- Make contact with hotel/motel staff, confirm guests, etc
- Check on hotel block reservations and adjust accordingly
- Reserve any needed equipment/transportation
- If interested in receiving complimentary packets of Dickinson information & self-adhesive name badges, contact the CVB.

6 Weeks Prior

- Review/revise schedule of events; confirm guests, etc.
- Organize registration system and develop checklist for registrars
- Create final checklist for planned activities and needed resources



2 Weeks Prior

- ___ Develop schedule for registration workers
- ___ Prepare grocery list for snacks, decorations, and materials
- ___ Confirm with attractions and caterers final number of attendees
- ___ Confirm with photographer

2-4 Days Prior

- ___ Pick up packets and self-adhesive name badges from the CVB (if requested)
- ___ Make contact with host hotels/motels for last-minute follow-up

At the Reunion

- ___ Make sure you document your event
- ___ Collect current information on everyone attending
- ___ Make it a tradition. Set the date for next year's event and gather people willing to help organize.

After the Reunion

- ___ Pay bills in a timely manner
- ___ Send thank you notes and pictures to the reunion attendees
- ___ Send a thank you note to the hotel
- ___ Post all pictures to your website and ask reunion members to do the same
- ___ Include a survey to ask them what they'd like to do at the next reunion.

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
Email: info@visitdickinson.com
Website: 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:

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Dickinson Convention & Visitors Bureau

Reunion Services

- ◆ Gather Facility & Date Availability
- ◆ Gather Room Bids & Blocks at Local Hotels
- ◆ Provide a Reunion Planning Manual
- ◆ Work with Chosen Convention Site and Local Planning Committee
- ◆ Assist in Planning Tours/Spouse Programs
- ◆ Provide Entertainment & Speaker Ideas
- ◆ Offer Transportation Information
- ◆ Community Calendar of Events
- ◆ Provide a Western Edge Hospitality Packet for Each Attendee
- ◆ Name Badges – adhesive badges
- ◆ Provide a Vinyl, Returnable Welcome to Dickinson Banner

Dickinson Attractions & Specialties

Antique Shopping
DSU's Campus & Art Gallery
Joachim Regional Museum *(seasonal)*
Dakota Dinosaur Museum *(seasonal)*
Pioneer Machinery Building *(seasonal)*
Patterson Lake

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

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



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



Dickinson Parks & Facilities

To reserve the following parks and facilities, contact the Dickinson Parks & Recreation at 701-456-2074.

	Acres	Arboretum	Bandshell	Basketball	Bike/Hike Path	Boating	Disc Golf	Fishing	Fitness Area	Golf	Grills	Horseshoes	Nature Area/Open Space	Playground	Lake/Pond/River	Restroom	Shelter	Softball/Baseball	Tennis	Volleyball	Address	
All Seasons Park	4.55			•							•	•		•			•	•		•	1st Ave. & 17 St E	
College Park	0.64													•			•				2nd St W & Hollywood Blvd	
Eagles Park	10			•	•			•			•	•		•	•	•	•		•	•	4th St & 2nd Ave SW	
Eastside Complex	2			•										•					•		3rd St & 9th Ave E	
Fisher Park	7.21			•										•							•	19th St E
Gress Park	0.50			•							•	•		•			•				•	2nd Ave & 6th St SE
Hospital Park	1.26													•								2nd Ave & 9th St W
Jaycees Park	16						•	•			•	•			•	•	•				•	5th Ave SE & E Broadway
Kostelecky Park	2.61			•							•			•			•				•	19th St W & Prairie Ave
Leisure Park	42	•			•													•				1865 Empire Rd
Lincoln Park	0.75													•								Carlson Street
Lions Park	2.45					•		•			•	•		•	•	•	•				•	3749 114th Ave SW
Memorial Park	12		•				•						•									545 9th St. W
Optimist Park	1.89			•							•			•			•	•	•			6th St & 10th Ave.W
Pine Tree Park	1												•									2nd Ave & 7th St W
Pleasant Valley Park	1.26			•							•			•			•				•	4th Ave E & Custer St
Pride Park	1.30			•							•			•			•					6th St & 3rd Ave SW
Rocky Butte Park	13		•		•		•				•	•		•		•	•					Fairway Street
Simpson Park	0.66			•										•								6th Ave & 3rd St E
Suncrest Park	0.63			•										•								10th Ave & 3rd St E
Turtle Park	12.40							•			•	•	•	•	•	•	•				•	West Broadway
Washington Park	6.61																					10th Ave E
Westend Park	0.64													•								College Ave & 1st St. W
Gress Softball Complex	23					•					•			•		•	•	•				5th St & 8th Ave SW
Heart River Golf Course	110									•				•		•						2510 8th St SW
Mustang Baseball Complex	6								•													871 State Ave N
North Softball Complex	7.21													•		•		•				1600 Fairway St
Patterson Lake Rec. Area	1438				•	•		•			•	•	•	•	•	•	•				•	3749 114th Ave SW
Southside Ballpark	19.52															•		•				240 2nd St SE

Prairie Outpost Park • 188 Museum Dr. • 456-6225 • 12 acre historic village with [Heritage Pavilion](#) centrally located. Structure is 80' x 30' and seating for 125. Wind screens available.



Dickinson / Area Activities

Kids Activities

- Bowling – Classic Lanes & Paragon Bowl • www.paragonbowl.com
- Cine 3 Movie Theatre •
- 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
- Spit Fire Go-Kart Fun Park
- Swing, slide, and picnic at one of our parks • www.dickinsonparks.org/DPR_Park_Systems.asp
- 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
- Theodore Roosevelt Center *(digital library)* • www.theodorerooseveltcenter.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
- * Refer to page 16 for more tours.

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



Reunion Committee

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

Overall Organizational Lead Contact _____ Phone Number _____

Committee

Chairperson

Phone Number

Activities

Agenda

Budget

Facility & Accommodations

Meals

Photography / Website

Registration

Notes



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