

cobb Travel &
Tourism

family REUNION
planning
workbook



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Cobb Travel &
Tourism



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TRAVEL & TOURISM

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welcome

Your family reunion is an unforgettable occasion. It is a time for relatives to reconnect, celebrate their heritage, and gather for enjoyment, entertainment and friendship. And above all, to make new memories.

Cobb County is the perfect place for you and your family to make these lasting memories.

When thinking of ways to describe Cobb County, one phrase comes to mind: “Atlanta’s Sweet Spot.” Close to downtown Atlanta and within 20 minutes of Hartsfield-Jackson Atlanta International Airport, Cobb County is one of the most accessible counties in the state.

Cobb County is an area full of history, cultural arts, entertainment and diversity. It is a vibrant and welcoming destination for all to enjoy. The opportunities are endless in Cobb County, from water parks to roller coasters to Broadway shows and hiking trails. Cobb County never falls short when it comes to things to do and see.

Reunion Fast Facts:

- Reunions are becoming the focal point of family vacations.
- Reunions are becoming three to five day events.
- Organizers are having reunions catered instead of the traditional potluck or backyard barbecues.
- Organizers are attending family reunion workshops to maximize the knowledge of reunion planning experts one to two years before their reunion.
- The traditional reunion has evolved from the backyard to hotels and resorts.
- Organizers are having each age group plan their own activities.
- Families are investing in their futures through fund-raising efforts to award scholarships and saving bonds at reunion celebrations.

Tip 1:

When negotiating a contract with host hotels make sure to ask for complimentary food to enhance your banquet. (i.e. fruit and cheese trays compliments of the hotel.)



getting started

You've picked the dates, but now what? Let Cobb Travel & Tourism help you with all the planning.

Cobb Travel & Tourism is here to make your next family reunion a huge success. We offer reunion planners several complimentary services, including:

- Assistance locating and securing favorable group hotel accommodations
- Customized itineraries
- Complimentary welcome bags including: visitors guides, area maps, dining guides featuring discounts, calendar of events and coupons
- Provide information on attractions and events
- Coordination with local suppliers
- Welcome letter from Cobb Travel & Tourism
- Name tags for family members





One Year Prior

Six to Nine Months

Five Months

plan a timeline...

Contact Cobb Travel & Tourism to help with your reunion planning - call Melissa Legaux at 678-303-2635 or e-mail at mlegaux@travelcobb.org.

- Attend the Cobb Travel & Tourism Family Reunion Workshop for tips and ideas
- Compile a list of family members
- Form a reunion committee to establish responsibilities and schedules
- Set a date
- Develop budget
- Scout offsite locations and facilities and select location
- Start a mailing list
- Arrange and hire entertainment, caterer, photographer, videographer, and printer
- Send out save the dates
- Develop family reunion microsite that will be located on www.travelcobb.org

Work with the Cobb Travel & Tourism sales manager to reserve a block of rooms in Cobb County, and to help schedule events and activities.

- Choose a theme
- Send out second mailer or e-mail blast with registration form, costs, etc.
- Begin souvenir directory/list of attendees, or a memory book
- Assign duties to family members

Set up meeting with the Cobb Travel & Tourism sales manager, hotel staff, and visit park or event facility. Make sure you bring your questions!

- Confirm and sign contracts for all reservations, entertainment, photographer, caterer, and videographer
- Choose menus (make sure to consider options, such as vegetarian menus)
- Select decorations, signs, and banners

Tip 2:

If you are having a family reunion tour - negotiate the minimum and maximum amount of hours in your contract - this can save you a lot of cash if your tour is only 1 to 2 hours.



Six Weeks

Two Weeks

The Day Before

to help keep you on track.

Call the Cobb Travel & Tourism sales manager and request assistance with suggestions for T-shirts, vendors, and much more!

- Compile a checklist for reunion day tasks
- Designate assignments for volunteers
- Complete directory/list of attendees, or memory book, and send to printers

Contact the Cobb Travel & Tourism Reunion Specialist to coordinate pick-up/drop-off times for group welcome bags.

- Purchase last-minute decorations and supplies
- Reconfirm meeting, sleeping, and eating accommodations
- Double-check with committee members to confirm plans, arrangements, and progress
- Review final checklist

Call your hotel sales contact to finalize group block, banquet arrangements, or confirm any special requests.

- Review final details with committee members
- Set-up decorations and theme arrangements
- Solve last-minute problems

Reunion Day(s):

- Set up registration tables, rental equipment, and displays
- Juggle details: volunteers, food, photographer, games, tours, entertainment, talent show, and ceremonies
- Salute your volunteers, and give yourself a pat on the back!
- And finally, ENJOY!

top 10 reasons

to bring your family to Cobb County...

1. Great hotels and great rates.
2. We're easy to get to, regardless of how you're arriving.
(20 minutes from Hartsfield-Jackson International Airport.)
3. We have world class attractions you won't find anywhere else.
4. We offer immediate access to Atlanta, GA.
5. Wonderful dining options at various price points are found throughout Cobb County.
6. Countless world class entertainers and artists perform here on a regular basis.
7. World class shopping.
8. We're a nature-lover's paradise.
9. Free parking and accessibility results in an increased in attendance.
10. "Big City" destination, without the big city prices.

Tip 3:

Order food according to region; local specialties are usually more interesting and less expensive.



popular **Cobb** attractions

Take some time discovering these attractions in Cobb County!



Six Flags Over Georgia

Soar 200 feet in the air on GOLIATH, scream at the top of your lungs on the Great American Scream Machine, or hang out with Bugs Bunny and pals for the day. To purchase tickets or group discounts, contact Melissa Legaux at 678-303-2635 or mlegaux@travelcobb.org.

Six Flags White Water

Dive into the South's largest water park, where you can splash, soak, swim, and slide to your heart's content. For more information, visit sixflags.com/whitewater.

Dave & Buster's

Play around in this 53,000 square foot restaurant and entertainment facility, fully equipped with billiards, shuffleboards, state-of-the-art games, and simulators! For more information, visit daveandbusters.com.

Explore Kennesaw Mountain

The site of a major Civil War battle in 1864, the mountain is a member of the National Park Service, and is a perfect way to get some fresh air and spend time outdoors. For more information, visit www.nps.gov/kemo/index.htm.

Enjoy a day at the lake

Lake Acworth is popular for walking, biking, picnics, concerts, canoes, and much more. When you need to unwind from a busy day of sightseeing, take a break on Acworth beach. For more information, visit www.acworth.org/acworthga.

Stroll along the Silver Comet Trail

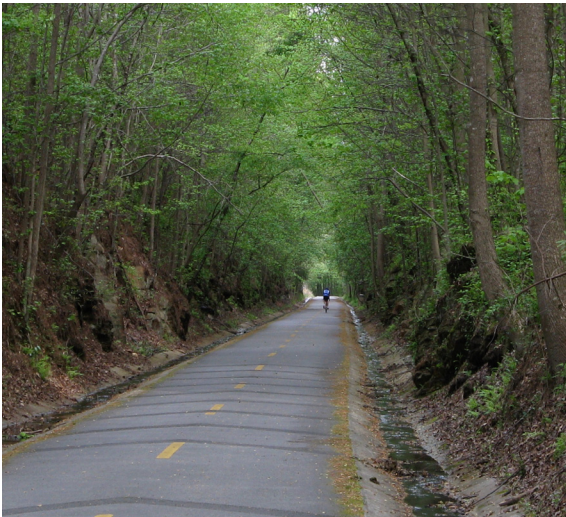
Looking for a place to ride bikes or take a leisurely walk? This 12.6 mile trail runs through the southern part of the county, starting in Smyrna, and follows the abandoned railroad line once traveled by the Silver Comet passenger train. For more information, visit www.silvercometga.com.

Relax in Historic Marietta Square

Marietta Square is great place to have a picnic lunch, relax and read a good book. Free concerts are held here throughout the summer, and the Marietta Square Farmer's Market is open Saturday mornings, May through August. For a list of events at the Square, visit eventsonthesquare.com.

Go shoot the Hooch!

The Chattahoochee River offers outstanding opportunities for paddling a raft, canoe, or kayak down the river to watch wildlife and go fishing. For more information, visit www.nps.gov/chat/index.htm.



popular **Atlanta** attractions

In addition to a variety of things for your family to do and see in Cobb County, you can also visit some nearby Atlanta attractions.



Georgia Aquarium

Visit the world's largest fish tank, housing more than 55,000 freshwater, saltwater fish, and mammals throughout a 250,000 square feet, five million gallon showcase. For more information and group reservations, visit georgiaaquarium.org.

World of Coca-Cola

Next door to the Georgia Aquarium, the World of Coca-Cola is the world's largest collection of Coke memorabilia, and a brilliant series of interactive exhibits. For more information, visit wocatlanta.com.

Inside CNN Atlanta Studio Tour

A 55 minute behind the scenes guided tour at the global headquarters at CNN. For more information, visit cnn.com/tour.



Zoo Atlanta

Home to more than 1,000 animals, Zoo Atlanta keeps visitors captivated through animal encounters, live shows, and attractions at the wildest place in Atlanta! For more information, visit zooatlanta.org.

Stone Mountain Park

Georgia's most visited attraction and favorite place for fun. Featuring 3,200 acres of nature, and attractions including Georgia's only 4-D Theatre, The Great Barn, mountaintop Sky lift, and the world's largest Laser Show. For more information, visit stonemountainpark.com.



Dr. Martin Luther King, Jr. National Historic Site

Encounter the site associated with Dr. Martin Luther King Jr. and the Civil Rights movement. Tour the self-guided district encompassing a half-mile stretch where visitors can visit Dr. King's childhood home and tomb, a national historic site. For more information, visit thekingcenter.

things to do & see

Annual Events in Cobb County

April

Taste of Marietta

Cobb's largest food festival. tasteofmarietta.com

Annual Big Shanty Festival

Features more than 200 arts and crafts booths and attracts over 50,000 people from all around North Georgia. kennesaw.ga.us

Spring Jonquil Festival

Showcasing arts and crafts with more than 150 artists/crafters from across the country.

smyrnacity.com

May

MAY-RETTA Daze, Arts & Crafts Festival

This festival draws artists and crafts people from many southern states, as well as local Georgia artists. In addition to a wide variety of arts and crafts items, the festival also includes children's activities. mariettaga.gov

June

First Friday Art Walk

Takes place on the Marietta Square, the Art walk is held on the first Friday of each month from March to October. marietta.com/first-friday-art-walk

July

Free Summer Concert Series

Enjoy your favorite music on hot summer nights in Cobb County. travelcobb.org

August

Kennesaw's Pigs and Peaches BBQ Festival

Features a Kansas City Barbeque Society sanctioned BBQ competition. kennesaw.ga.us

September

Love the Lake Festival

Labor Day weekend. Features arts and crafts, and entertainment all around Lake Acworth. acworth.org

North Georgia State Fair

Held for 10 days at Jim R. Miller Park in Marietta. It is the largest fair in metro Atlanta. northgeorgiastatefair.com

Taste of Kennesaw

Local restaurants provide samples of their signature dishes. kennesaw.ga.us

Taste of Smyrna

Local restaurants provide samples of their signature dishes. smyrnacity.com

October

Taste of Acworth

Local restaurants provide samples of their signature dishes. acworth.org

Fright Fest

Six Flags over Georgia presents one of the most terrifyingly fun Halloween events in Atlanta. sixflags.com/overgeorgia

Fall Jonquil Festival

Showcasing arts and crafts with more than 150 artists/crafters from across the country. smyrnacity.com

November

Gobble Jog

Lace up your tennis shoes for a race before your Thanksgiving dinner. gobblejog.org

December

Lights of Life

Over two million lights are strung along Life University's campus creating beautiful scenes to get you in the holiday mood. life.edu

Marietta Pilgrimage: A Christmas Home Tour

Glimpse into six private homes and 10 heritage public buildings all lovingly restored and decorated for the season. mariettapilgrimage.com

cultural arts

The Atlanta Opera

For more than 25 years, The Atlanta Opera has worked to increase the understanding of its patrons with unforgettable and exhilarating performances. atlantaopera.org

The Georgia Ballet

Has grown to become Atlanta's major professional dance company and school. georgiaballet.org

Cobb Symphony Orchestra

Performs everything from classical to pop throughout the year. cobbsymphony.org

Cobb Energy Performing Arts Centre

Don't miss a chance to see a show at the home of the Atlanta Ballet, Atlanta Opera, Atlanta Broadway Series, and host to several concerts, family shows, and symphony orchestras throughout the year. cobbenergycentre.com

Earl Smith Strand Theatre

Located on the Marietta Square, the Atlanta Lyric Theater is the only music theater company in residence at The Strand. earlsmithstrand.org



Shopping

Cumberland Mall

Featuring more than 150 fine shops and department stores.

Marietta Square

Featuring antique shops, boutiques, and upscale shopping.

Vinings Jubilee

Nestled just north of busy Atlanta, complete with boutiques, coffee shops, fine restaurants, and unique stores you will not find elsewhere.

Town Center at Cobb

North Cobb's premier shopping destination with more than 220 shops, eateries, and department stores.

The Avenues

With locations in both east and west Cobb, The Avenues offer outdoor shopping with a mix of premier retailers and local merchants.

parks & recreation

*"You can discover more about a person in an hour of play
than in a year of conversation" - Plato*

Bells Ferry Park

2334 Bells Ferry Road
Marietta, GA 30066
770-591-3160

1 picnic pavilion
2 playgrounds

East Cobb Park

3322 Roswell Road
Marietta, GA 30068
770-591-3160

1 picnic pavilion
Amphitheater

Fair Oaks Park

1460 West Booth Rd.
Marietta, GA 30008
770-528-8810

3 picnic pavilions
1 playground

Fullers Park

3499 Robinson Rd.
Marietta, GA 30067
770-591-3160

2 picnic pavilions
1 playground

Heritage Park

60 Fontaine Rd.
Mableton, GA 30126
770-528-8810

1 picnic pavilion
3 playgrounds

Hubert Park

3412 Cobb Parkway
Acworth, GA 30101
770-591-3160

1 picnic pavilion
1 playground

Hurt Road Park

990 Hurt Rd.
Marietta, GA 30008
770-528-8810

1 picnic pavilion
1 playground

Kennworth Park

3900 South Main Street
Acworth, GA 30101
770-528-8890

1 picnic pavilion
1 playground

Lost Mountain Park

4845 Dallas Highway
Powder Springs, GA 30127
770-528-8890

3 picnic pavilions
2 playgrounds

Nickajack Park

3630 Oakdale Road
Mableton, GA 30126
770-591-3160

2 picnic pavilions
1 playground

Noonday Park

489 Hawkins Store Rd.
Kennesaw, GA 30144
770-591-3160

1 picnic pavilion
1 playground

Oregon Park

145 Old Hamilton Rd.
Marietta, GA 30064
770-528-8890

3 picnic pavilions
1 playground

Rhyne Park

4145 King Springs Rd.
Smyrna, GA 30080
770-528-8810

3 picnic pavilions
2 playgrounds

Shaw Park

900 Shaw Park Rd.
Marietta, GA 30066
770-591-3160

2 picnic pavilions
2 playgrounds

Terrell Mill Park

480 Terrell Mill Rd.
Marietta, GA 30067
770-591-3160

2 picnic pavilions
1 playground

Wallace Park

6289 Pisagh Rd.
Mableton, GA 30126
770-528-8810

2 picnic pavilions
1 playground

activity ideas

Family Reunions are a perfect time to share stories and family history. Give one of these reunion activities a try to get people talking, sharing, and having some fun.

Idea 1: Photo Swap

Invite family members to bring their old, historic photos (labeled and dated on the back) and set up a scanning station to create a CD of everyone's photos.

Idea 2: Memory T-shirts

Identify each branch of your family with a different colored T-shirt.

Idea 3: Family Trivia

Create a form or booklet with fun family-related trivia questions.

Idea 4: Family Tree Wall Chart

Create a large family tree chart to display and allow family members to fill in the blanks.

Idea 5: Heritage Cookbook

Invite attendees to submit favorite family recipes and ask them to include details (who it was passed down from, memories, and even photos).

Additional Ideas:

Scavenger Hunt
Family Tug of War
Storytelling
Family Talent Show
Time Capsule
Competitive Sports
Family Quilt Gathering
Baby Photo Contest



sample letter

Getting feedback from your reunion attendees is a necessity. Find out what their budgets are for accommodations, activities, and food. Find something convenient for the majority.

Cobb Travel & Tourism will also provide reunions an official “Welcome to Cobb” letter. Just e-mail mlegaux@travelcobb.org at least 2-3 weeks in advance and we’ll take care of it.

Date

Name

Address

Dear Family Member:

The (family name) is scheduled for (dates of reunion), in (city), Georgia at the (name of hotel). The family reunion committee has worked very hard to make this a memorable occasion for each and everyone of you.

Attached is the agenda of planned events and a survey to be completed and mailed back to us with (\$0.00). This amount will cover the cost for each family (see questionnaire). A fact sheet and brochure are also included in this mailing. The brochure gives a brief description about attractions in and around Cobb. It is such an exciting area!

We have worked with Cobb Travel & Tourism to secure a hotel for you that has offered some excellent rates. It is the (name of hotel). The number is (000-000-0000). Each family is asked to call and make reservations. (00) number of rooms have been reserved for our family. When calling, just let the desk clerk know that you want to make reservations for the (family name).

We need your completed survey and check by (due date). Please make check payable to (family name), and mail both your check and survey to the above address.

We are looking forward to having you with us! Let me know if you have any questions or need additional information.

With much love,

family survey

We are considering holding a Family Reunion, and would like to give you the opportunity for input.

Would you and your family attend a Family Reunion? ☐ Yes ☐ No ☐ Don't Know

How long should the reunion be? ☐ One afternoon ☐ Weekend ☐ Long Weekend

Location Ideas: _____

Best Time of Year: ☐ Spring ☐ Summer ☐ Fall ☐ Winter

What kind of meals would you like to see?

Would you rather: ☐ Pay for the food in advance ☐ Bring own food or have potluck

What activities would you like to see at our Family Reunion?

☐ Baby Photo Contest ☐ T-shirt Design ☐ Family Fishing
☐ Family Quilt Gathering ☐ Fireworks ☐ Competitive Sports

Other: _____

Would you be willing to help with or serve on reunion committee? ☐ Yes ☐ No

If yes, in what area:

☐ Planning ☐ Food ☐ Activities ☐ Set-up/Take-down ☐ Other

Do you have names/addresses/e-mails of families we might be missing?

record keeping

Please help us keep our records up to date.

Name _____

Address _____

City _____ State _____

Zip Code _____

County _____

New Address: ☐ Yes ☐ No

Phone () _____

E-mail _____

Website _____

Family Members Names and Birth dates

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

reunion checklist

- ☐ Make a mailing list of guest and family members
- ☐ Form a reunion committee
- ☐ Set a date
- ☐ Choose a location for the event
- ☐ Contact Cobb Travel & Tourism to secure accommodations
- ☐ Send invitations out to all the guests
- ☐ Hire caterer
- ☐ Choose menu
- ☐ Hire entertainment
- ☐ Hire videographer
- ☐ Hire photographer
- ☐ Reserve hotel rooms
- ☐ Purchase guest book
- ☐ Purchase family souvenirs
- ☐ Confirm hotel rooms
- ☐ Confirm entertainment
- ☐ Confirm caterer

Additional Notes
