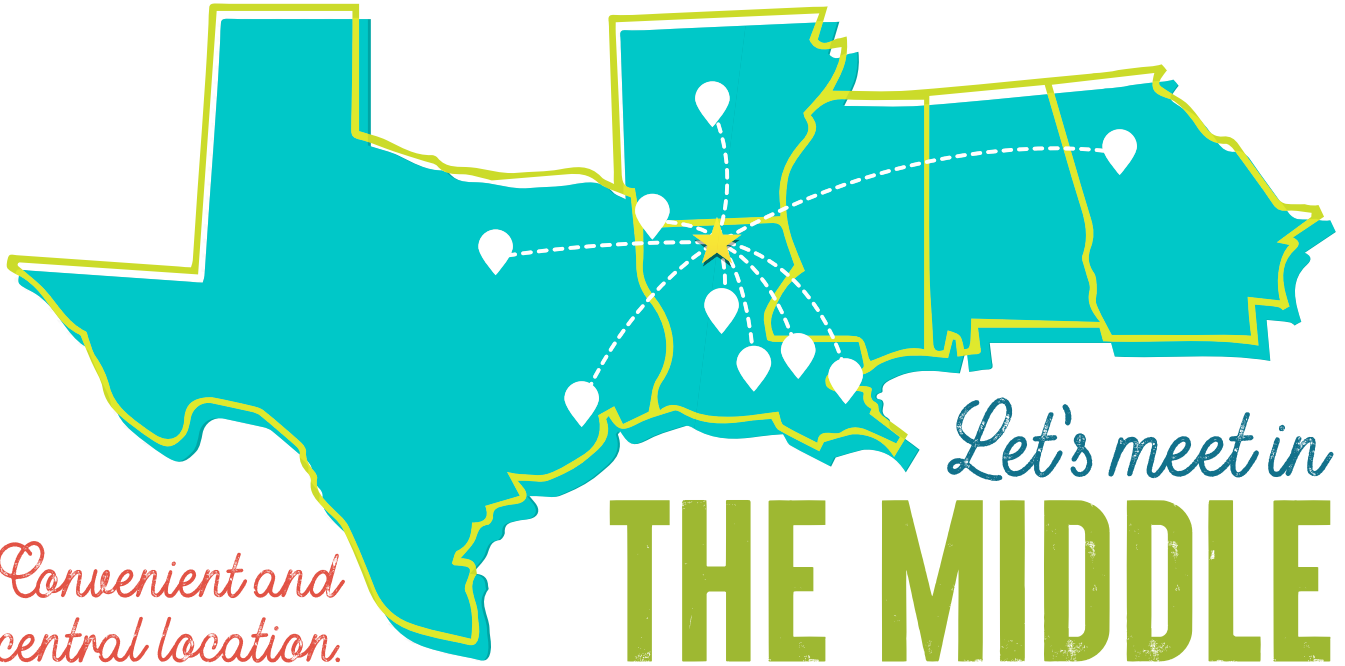




MEETING & EVENT PLANNER GUIDE

1-800-392-9032 | experienceruston.com



Convenient and central location.

Let's meet in

THE MIDDLE

Ruston and Lincoln Parish is one of the south's premier destinations for small meetings.

- Alexandria: 96 Mi.
- Shreveport: 69 Mi.
- Houston: 325 Mi.
- Baton Rouge: 216 Mi.
- New Orleans: 332 Mi.
- Atlanta: 528 Mi.
- Lafayette: 182 Mi.
- Dallas: 256 Mi.
- Little Rock: 169 Mi.

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Share Your
VISITOR
Experience!

 [experienceruston](https://www.facebook.com/experienceruston)
 [rustoncvb](https://www.instagram.com/rustoncvb)
 #RustonLA



“ On behalf of the Ruston Lincoln CVB, I want to personally invite you to come discover one of the south’s emerging small meeting destinations - Ruston & Lincoln Parish. Located in North Louisiana, Ruston is known for its energetic college-town atmosphere, 22-block historic downtown district, and thriving arts culture.

In addition to a variety of meeting and event venues, the area offers unique shopping opportunities, culinary experiences, historical attractions, and outdoor adventures for your attendees to enjoy. Ruston is conveniently located on Interstate-20 and is perfectly positioned to serve as a central meeting place for event attendees.

We would love the opportunity to put our hospitality on full display as we host your next small meeting, conference, or event. We look forward to working with you soon and showing you all the amenities that Ruston & Lincoln Parish has to offer! ”

Amanda Carrier
CVB President & CEO



VISITOR CENTER

2111 N Trenton St., Ruston, LA 71270

318.255.2031 · 1.800.392.9032

www.ExperienceRuston.com



DORIS ROBINSON BANQUET HALL

This outstanding banquet hall is located on Grambling State University's campus inside the Eddie G. Robinson Museum.

**126 Jones St.
Grambling, LA 71245**

- Approximately 2500 sq. ft.
- Accommodates up to 150 guests

318.274.2210



HISTORIC FIRE STATION

Enjoy this beautifully refurbished historic venue with caterer's kitchen and landscaped garden.

**200 E Mississippi Ave.
Ruston, LA 71270**

- Accommodates up to 100 guests for standing reception
- Accommodates up to 80 guests for seated dinner

318.251.8621



UPTOWN SOCIAL

Experience this trendy and intimate event space located in the heart of downtown Ruston.

**112 W. Park Ave.
Ruston, LA 71270**

- Food and desserts are included in some of the packages
- Accommodates up to 50 guests



VILLAGE VENUE

This versatile event venue offers a rustic feel, open indoor space, kitchen, and patio area.

**3845 Elm St. Suite 3
Choudrant, LA 71227**

- Accommodates up to 125 guests indoors
- Enclosed outdoor seating for 64

318.243.2036



WALKER AND CO.

This rehabilitated historic venue features downtown views and modern accommodations.

**107 W. Mississippi Ave.
Ruston, LA 71270**

- Studio space downstairs accommodates up to 60
- Loft space upstairs accommodates up to 60

318.791.3574



DAVISON ATHLETICS COMPLEX

Experience this open venue designed with sophistication and style, overlooking the Louisiana Tech University football field.

**1454 West Alabama Ave.
Ruston, LA 71270**

318.257.3694

- Built-in AV equipment
- Catering for this venue is done through Aramark: 318.257.3213
- Accommodates 425 for a standing reception
- Accommodates 320 for a seated dinner



LINGOLN PARISH LIBRARY EVENT CENTER

This versatile, multi-room venue offers setup options, two catering prep areas with refrigerators, ice makers, and commercial sinks.

**910 N. Trenton St.
Ruston, LA 71270**

318.513.5509

- Events Center total square footage 12,415
- Auditorium area seats up to 340 guests
- Central common area accommodates up to 235 guests
 - Can break down into 3 rooms
- Ruston Room accommodates up to 675 guests



RUSTON CIVIC CENTER

Enjoy a large, open event area featuring a stage and large kitchen, as well as a loading bay.

**401 N Trenton St.
Ruston, LA 71270**

318.251.8621

- Built-in AV equipment
- Civic Center accommodates up to 600 guests
- Peach Suite accommodates up to 50 guests



THE VENUE OF RUSTON

Rustic venue featuring two separate rental areas, a kitchen, and more amenities.

**107 Haddox Rd.
Ruston, LA 71270**

318.232.7973

- Suite 701 can accommodate 200 guests
- Suite 33 can accommodate 100 guests
- Maximum guests for entire building: 300



WHITE OAK VENUE

This multifunction venue offers both outdoor and indoor space, nestled in the piney hills of Ruston.

**515 Hwy 3072
Ruston, LA 71270**

318.614.0040

- 5000 sq. ft. facility that sits on 70 acres of land
- Outdoor area accommodates 300+ guest
- Indoor accommodates 250 guests



CC'S EVENTS CENTER

This unique, multi-purpose events center is located in Choudrant, LA.

**105 Mosswood Rd
Choudrant, LA 71227**

- 3960 sq. ft.
- Accommodates up to 300 guests

318.680.7177



CREEKWOOD GARDENS

Enjoy this serene and rustic event venue set in a woody area featuring outdoor and indoor space.

**2146 Hwy 147
Simsboro, LA 71275**

- Bed & Breakfast on-site
- Cabins on-site

318.263.2518



THE EMORY HOUSE

This historic venue features a formal dining room, fully equipped kitchen, large common area, and separate meeting room.

**2410 Hwy 80
Choudrant, LA 71227**

- On-site AV equipment
- 2000 sq. ft.
- Indoor capacity for 75 guests

318.267.0939



HENNING CONFERENCE CENTER

This large, multipurpose conference center is located on the OWL Center grounds.

**318 Henning Pvt. Ln.
Dubach, LA 71235**

- Equipped with full kitchen
- Accommodates 200 guests

318.777.3460



MEADOWS MANOR

This beautifully restored venue, located near downtown Ruston, sits on 2 acres with large oak trees.

500 N. Bonner St. · 4400 sq. ft.
Ruston, LA 71270

318.255.5568



THE NORTON BUILDING

A charming indoor and outdoor venue in historic Downtown Ruston featuring a caterer's kitchen, courtyard, and upstairs balcony.

207 W. Mississippi Ave. · Accommodates up to 300 guests
Ruston, LA 71270

318.614.5312



RAILROAD PARK

A unique outdoor venue with a covered stage and amphitheater seating in the heart of Downtown Ruston.

101 W. Park Ave. · Accommodates up to 600 attendees
Ruston, LA 71270

318.251.8621



RSC MEETING ROOM

Enjoy this multipurpose meeting and event space located in the Ruston Sports Complex.

2001 Champions Way · 4000 sq. ft.
Ruston, LA 71270 · Can accommodate up to 300 guests
· Features AV equipment and kitchen

318.255.5800



SQUIRE CREEK

This is a picturesque indoor or outdoor event venue located near the Squire Creek Golf Course.

289 Squire Creek Pkwy · Squire Room accommodates up to 14
Choudrant, LA 71227 · Lexington Suite accommodates up to 30 guests
· Grand ballroom accommodates up to 300 guests

318.768.7000



LODGING

HOTELS & FEATURES

Enjoy the exceptional comfort and convenience of any of our lodging locations.

	TOTAL ROOMS	MEETING SPACE	WIFI	BREAKFAST INCLUDED	BUSINESS CENTER	FITNESS CENTER	SWIMMING POOL	PETS ALLOWED	LAUNDRY
BEST WESTERN PLUS 1011 Willow Glen Dr. Ruston, LA 71270 318.224.7499	82	● Cap. 40	●	●	●	●	●		●
ONYX INN RUSTON 1825 Roberta Rd. Ruston, LA 71270 318.513.9777	82	● Cap. 50	●	●	●	●	●	●	●
COURTYARD BY MARRIOTT 1309 Maxwell Blvd. Ruston, LA 71270 318.254.0067	110	● Cap. 225	●		●	●	●	● Service Animals Only	●
DAYS INN 1801 N. Service Rd. E. Ruston, LA 71270 318.251.2360	60		●	●			●	●	●
FAIRFIELD INN & SUITES BY MARRIOTT 1707 Roberta Ave. Ruston, LA 71270 318.251.9800	82	● Cap. 50	●	●	●		●	●	●
HAMPTON INN 1315 N. Trenton St. Ruston, LA 71270 318.251.3090	83	● Cap. 25	●	●	●	●	●	●	●
HOLIDAY INN EXPRESS & SUITES 1312 Hospitality St. Ruston, LA 71270 318.232.1230	83	● Cap. 25	●	●	●	●	●	●	●
QUALITY INN 1951 N. Service Rd. Ruston, LA 71270 318.242.0070	57	● Cap. 40	●	●			●		●
SLEEP INN & SUITES 106 S. Service Rd E. Ruston, LA 71270 318.232.1100	77	● Cap. 44	●	●	●	●	●		●

FOR MORE DETAILS ON LOCATIONS, PLEASE SCAN THE QR CODE WITH YOUR PHONE'S CAMERA.

All hotels include coffee maker, microwave, and refrigerator in room.

CATERING



Ruston prides itself on the diverse mix of flavors to be found in its thriving culinary scene. Satisfy everyone's appetite both big and small with these great options.



BAD WOLF BBQ

93 E. Railroad Ave. Ruston, LA 71270
318.700.6000



BRISTER'S SMOKEHOUSE

1420 Cooktown Rd. Ruston, LA 71270
318.513.9966

CHICKEN SALAD CHICK

1301 Maxwell Blvd. Ruston, LA 71270
318.217.8494



CRUMBS CATERING

2507 LA-33 Ruston, LA 71270
318.224.7082



GROWN AND GRAZED

93 E. Railroad Ave. Ruston, LA 71270
318.791.7057

LOG CABIN

1906 Farmerville Hwy. Ruston, LA 71270
318.255.8023



NEWK'S

301 S. Vienna St. Ruston, LA 71270
318.254.7010



PONCHATOULAS

109 E. Park Ave. Ruston, LA 71270
318.254.5200

PORTICO BAR & GRILL

1821 Northpointe Ln. Ruston, LA 71270
318.255.9900



ROMA ITALIAN BISTRO

102 N. Monroe St. Ruston, LA 71270
318.202.3810



UPTOWN DOWNTOWN

94 S. Vienna St. Ruston, LA 71270
318.255.6771



WING STOP

720 Celebrity Dr. #187 Ruston, LA 71270
318.254.5117



GROUP ACTIVITIES



Keep the meeting momentum going by choosing any of these awesome attractions to engage and explore for your a fantastic team-building experience.

BANDIT AXE AT THE ZONE

5131 Hwy. 167 Ruston, LA
318.254.1111

BIRDING AT JAMES LAKE

197 Enloe St. Dubach, LA
318.777.3321

COLLINS NATURAL HORSEMANSHIP

782 Rock Corner Rd. Ruston, LA
318.265.3947

DIXIE CENTER FOR THE ARTS

212 N. Vienna St. Ruston, LA
318.255.1450

EDDIE G. ROBINSON MUSEUM

126 Jones St. Grambling, LA
318.274.2210

HISTORIC DOWNTOWN RUSTON

101 W. Park Ave. Ruston, LA
318.251.8647

LINCOLN PARISH MUSEUM

609 N. Vienna St. Ruston, LA
318.251.0018

LINCOLN PARISH PARK

211 Parish Park Rd. Ruston, LA
318.251.5156

MITCHAM FARMS PEACH ORCHARD



1007 Woods Rd. Ruston, LA
318.255.3409

NORTH LA MILITARY MUSEUM

201 Memorial Dr. Ruston, LA
318.251.5099

OUTDOOR WILDERNESS CENTER

1523 Hwy. 563 Ruston, LA
318.777.3460

RUSTON ARTISANS

203 W. Alabama Ave. Ruston, LA
318.254.3322

FAM TOUR EXAMPLES

DISCOVER DOWNTOWN RUSTON

Ruston's revitalized, 22-block historic district is a hub for arts, culture, and entertainment. Discover more than 50 local shops, restaurants, and attractions in this thriving, walkable downtown.

If you're a fan of shopping and eating your way through a town, then this is the excursion for you. Pay a visit to Creative Exchange, The Collective, or Garden Baby for local art and handmade goods, then recharge with a cup of coffee from Railway Coffee or a mid-day treat from Uptown Downtown.

Planner's Note: We can make this tour as structured or freeform as you'd like!

EXPLORE THE PINEY HILLS OF LINCOLN PARISH

If you love the great outdoors, then lace up your tennis shoes and get ready for an adventure in Sportsman's Paradise. Take a trip to the OWL Center, a sprawling nature facility nestled in the piney hills of Lincoln Parish.

The OWL is ideal for team building and retreats, featuring ropes courses, water activities, and horseback riding. Your attendees are sure to remember this outdoor adventure!

Planner's Note: The facility also features a full kitchen and bunkhouses if either of those amenities are needed for your event.

GET A TASTE OF LOCAL FLAVOR

Ruston is a hidden gem for food lovers. Whether you appreciate a traditional take or a creative flair, buckle up for a day full of eating. Start your foodie tour with apps and cocktails at Trios, a local favorite for dinner and drinks.

Then head to Brister's for some out-of-this-world BBQ. Next stop: wood-fired pizza and beer tasting at Utility Brewing, Ruston's hometown microbrewery nestled in the heart of Downtown Ruston.

What better way to end a food tour than with homemade cookies and lemonade? Enjoy dessert and refreshments at Staple Sandwich Co., located in the Heard Freighthouse Food Park. Happy eating!

Planner's Note: We can customize this with various dining spots in Ruston & Lincoln Parish depending on time of day, season, etc.



MEETING PLANNING TIPS



Stay ahead of the curve with these helpful tips on meeting prep for your company or clients.

When planning a meeting or event that requires overnight stays, the Ruston CVB is here to serve as a free resource for all your planning needs. From assistance in securing lodging to selecting a meeting or event venue, the CVB offers support and planning expertise. Our sales and services team makes planning easy and streamlined to ensure a successful event for you and your attendees.

Use the following tips and checklist to help ensure that the planning and execution of your event is as smooth as possible.

18-24 MONTHS AHEAD

- Collect Hotel history from prior year conferences when available. This will serve as a guide for making decisions for the upcoming conference. This information does not apply if your meeting/event is new.

**Ruston CVB services are based upon trackable hotel occupancy.*

12-24 MONTHS AHEAD

- Contact RLCVB and/or visit our site and check out the services we offer.
- Submit an RFP (request for proposal). It will then be sent to hotels to match your requirements and requests. Be sure to notify RLCVB sales rep when proposal information must be received, and when you expect to decide on selecting your host hotel and meeting space.
- A bid sheet with hotel information and offers will be sent to you for review and decision.
- Conduct a site visit. The CVB can assist in coordinating a tour of the hotel property and/or meeting venue.

10-12 MONTHS AHEAD

- Your meeting space and hotel room blocks should be secured 10 to 12 months out from your event.
- The host hotel/facility should be determined by this point. Notify the CVB to be representative of your selection.
- Remind attendees that in order to receive special hotel rates they should book using a custom link or group code and not with a third-party website.

6-10 MONTHS AHEAD

- Spread the word! Create or update all social media platforms and/ or website with meeting/event information.
- Contact attendees by email, social media, advertisements, snail mail, etc.
- Create meeting/event agenda, registration, speakers, etc.

3-6 MONTHS AHEAD

- Meet with the CVB Sales and Services manager.
- Review servicing guidelines and promotional items.
- Work closely with the Ruston CVB Sales and Services team to ensure clear communication about your conference.

1-3 MONTHS AHEAD

- Keep final attendance numbers and statistics from your event.

Notify the Ruston Lincoln CVB if we can assist you in bringing your meeting back to Ruston in the future!

Did you know?

The CVB can send a press release to local media for your conference!



Meeting Planning Checklist

Do you:

- ✓ Have a specific date set for your event?
- ✓ Are those dates flexible?
- ✓ Know the total number of expected participants?
- ✓ Have a hotel sleeping room block number estimate?
- ✓ Know your meeting/ event space requirements?
- ✓ Have an agenda and budget set?





Jennifer Mamon

SALES & SERVICES

(800) 392.9032 · (318) 255.2031

Jennifer is ready to help your team.

Make meetings **MEMORABLE!**





SERVICES WE OFFER

Experience Ruston provides many complimentary services for meetings, sports, reunions, and events held in Ruston & Lincoln Parish that have overnight guests in local hotels (10+ booked rooms).

Among the services provided:

PLANNING ASSISTANCE

CVB team will offer guidance from beginning to end.

BID/PROPOSAL PRESENTATION ASSISTANCE

The CVB will help prepare and deliver a presentation as to why Ruston & Lincoln Parish should be chosen as host.

ACCOMMODATIONS ASSISTANCE

The CVB will match your accommodation needs with the many local options, considering price and availability.

SITE INSPECTIONS

Allow the CVB to take you on a tour of all the locations that may be needed for an event such as hotels, event facilities, and attractions.

ATTENDANCE PROMOTION

The CVB will supply and distribute a promotional email or postcard to help stimulate excitement and attendance for the event.

PUBLICITY

Press releases, photos, and media contacts can be arranged for improved coverage.

NAME BADGES

The CVB will provide typed name badges with logo. Names should be submitted one week in advance.

WELCOME BAGS

The CVB will provide pre-stuffed bags with visitors guides, brochures, promotional items, and other information at your request.

WELCOME PRESENTATION

The CVB will arrange to have the local mayor or dignitary address your group.

WELCOME LETTER

The CVB can secure welcome letters for attendees.

PROGRAM PLANNING

Itineraries for attendees, spouses, and/or families can be created with a wide array of activities.

Notes:

A series of horizontal dotted lines for writing notes.



For more meeting and event venue info,

VISIT US ONLINE!