

CONFERENCE, MEETING & EVENT PLANNING QUESTIONNAIRE

Contact Name: _____ Email: _____

Phone: _____ Alternate Phone: _____

Please tell us about the organization or association for which you are seeking our services:

Event Name: _____ Frequency: _____

Organization Type: Private for Profit Not for Profit Incorporated

Other Details: _____

Approximate Attendance _____ Number of Members (if association) _____

How many potential attendees are included on your existing email list? _____

Existing mailing lists are Adequate In Need of Further Development

Member mailing lists are Adequate In Need of Further Development

Please list existing marketing strategies for the Conference / Meeting / Event:

Conference / Meeting / Event Details:

Location and Venue: _____

Contract In Place: Yes No

Dates: _____ Dates are flexible Yes No

How many days does the meeting last? _____ How often does the meeting happen? _____

Please provide an outline of an average day's schedule: _____

Structure: One Main Session Concurrent Sessions

Details: _____

Attendees are: Mostly Local From out of town (Cdn) International

Venue is a: Hotel Convention Centre Other: _____

How is the meeting structured? Concurrent Sessions One Main Session

Details: _____

Are tours or activities required for guests not participating in the meetings? Yes No

Are social events for the attendees included with the meeting? Yes No

What are the organization's goals for the conference?

Please check all that apply.

- Continuing Education
- Technical Updates
- Networking
- Staff Meeting / Incentive Trip
- Product Launch

Other: _____

Please indicate your interest in the following services provided by The Bayley Group.

- Site Selection
- Hotel Contracts / Negotiation
- Faculty / Speaker Management (communications, travel)
- Technical / AV Coordination
- Registration Website (system setup, rules, fee schedules)
- Advance Registration
- Onsite Registration
- Tours and Social Events
- Contract Negotiations
- Venue / Supplier Supervision
- Develop / Distribute Exhibitor Prospectus
- Exhibit Management / Floor Plans
- Exhibitor Sales and Marketing
- Budgets / Accounting Function
- Delegate Marketing
- Write / Design / Print Program or Flyers
- Solicit Sponsorships
- Onsite Conference Management
- Organize Specialty Functions
- Onsite Management of Social Functions
- Food and Beverage Management
- Call for Submissions
- Mobile Apps
- Video Streaming

Other: _____

Please fax to Bayley Group at (519) 263-2936 or complete and return electronically.