

# 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: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

