



CONFERENCE PLANNING QUESTIONNAIRE

Contact Name: _____ Phone: (____) _____ Fax: (____) _____

E-mail: _____

Please **describe briefly** the association or organization seeking information on conference/meeting planning services:

☐ Private for profit ☐ Non profit (☐ 501-C3 ☐ 501-C6) ☐ Incorporated (Country, State, etc.)

1. What is the approximate attendance at the conference/meeting(s)?

2. Number of Association members (if related to an association?)

3. Approximate mailing list numbers for potential attendees?

3a. What is the status of your current mailing lists?

☐ Adequate

☐ Need to develop additional target lists

3b. Does the organization track member e-mail addresses?

☐ Yes

☐ No

4. How is the meeting currently marketed?

5. Does the organization have a web site?

☐ Yes

☐ No

If yes, what is the address:

6. Where is the conference to be held?

6a. Is the above location already contracted?

☐ Yes

☐ No

7. Do you already have conference dates?

☐ Yes

☐ No

If yes, please list dates: _____ to _____

7a. Are the dates flexible?

☐ Yes

☐ No

7b. How often is this conference held?

8. Does the meeting draw attendees that are:

☐ Mostly local

☐ From out of town (US)

☐ International

8a. If out of town, how wide is the geographic circle?

9. The meeting venue is a:

☐ Hotel

☐ Convention Center

☐ Other Venue

If other, please describe: _____

10. How many days does the meeting last?

11. What is an average day's schedule?

12. How is the meeting structured?

☐ One main session ☐ Concurrent sessions

Details: _____

13. Are tours or activities available for guests not participating in the meetings?

☐ Yes ☐ No

14. Are social events for the attendees packaged with the meeting?

☐ Yes ☐ No

Please describe: _____

15. What are the organization's goals for the conference?
Please check all that apply

☐ Technical updates
☐ Networking
☐ Continuing education
☐ Sales staff meeting/incentive trip
☐ Other

Please describe: _____

16. Please indicate your interest in the following services provided by BSC.

☐ Site selection
☐ Hotel contracts/negotiation
☐ Faculty/speaker communications/travel
☐ Technical/audio-visual coordination
☐ Develop registration form, rules and fee schedules
☐ Advance registration
☐ On site registration
☐ Tour and social events
☐ Contract negotiations & interface w/convention center, and exhibit management/decorator companies
☐ Develop and distribute exhibitor prospectus
☐ Exhibit management/floor plans
☐ Exhibitor sales/marketing & communications
☐ Budgets/ accounting function
☐ Delegate marketing
☐ Write/design/print advance program/flyers/final program
☐ Work with Program chair to write/develop program
☐ Sell advertisements in program books
☐ Solicit sponsorship/grants
☐ On site operation of conference
☐ Organize specialty luncheons
☐ On site oversight of social functions
☐ Food and beverage planning and tracking
☐ Other: _____

Please fax to BSC Management at (310) 437-0585 or complete and return electronically