



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