

SERVICES, PROGRAMS, AND ACTIVITIES

Which current services, programs, and activities are offered to association's membership (use additional sheets if necessary):

- | | | | |
|---|--|--|------------------------------------|
| <input type="checkbox"/> Statistical Reporting | <input type="checkbox"/> Standardization | <input type="checkbox"/> Training | <input type="checkbox"/> Technical |
| <input type="checkbox"/> Marketing Research | <input type="checkbox"/> Marketing Promotion/Advertising | <input type="checkbox"/> Public Relations | <input type="checkbox"/> Education |
| <input type="checkbox"/> Group Insurance | <input type="checkbox"/> Testing & Certification | <input type="checkbox"/> Credit/Collection | <input type="checkbox"/> Surveys |
| <input type="checkbox"/> Chapter Programs/Assistance | <input type="checkbox"/> Government Relations | <input type="checkbox"/> Long-range Planning | |
| <input type="checkbox"/> Other (please describe): _____ | <input type="checkbox"/> Continuing Education Credits | | |

LOBBYING

1. Does association regularly retain or employ a lobbyist?
 Yes No

If "yes," what is the scope of lobbying activities?

MANAGEMENT STAFF

1. Is association currently being managed by an association management company?
 Yes No
 If "yes," how many years has association been managed by the company? _____

2. Is the company aware of the search?
 Yes No

3. If association is not being managed by an association management company, does it currently have a management staff and a headquarters?
 Yes No

4. If "yes," is the current management staff aware of the search for new management? Yes No

5. Has a request for proposal (RFP) been developed for this search? Yes No

6. If "yes," what is the deadline to respond to the RFP?

7. What is the anticipated start date for the new association management company? _____

8. Your preferred method of contact?
 Telephone Fax E-mail
 Other (please specify): _____

MEETINGS, CONFERENCES, AND TRADE SHOWS

1. Please list all meetings, conferences, and trade shows produced by/for association each year:

Type of Event	No. of Meetings Per Year	City/Cities Where Event Last Held	No. of Days Per Event	Total Attendance	No. of Sessions	No. of Exhibitors	Total Net Square Feet of Exhibit Space

2. Does association typically attend meetings, conferences, or shows other than those it produces? Yes No

If "yes," please explain why: _____

COMMUNICATIONS

1. Does association produce a newsletter? Yes No
If "yes":

- a. How often is it published? _____
- b. Number of pages? _____
- c. Does it carry advertising? Yes No

2. Does association produce a magazine or newspaper?
 Yes No

- If "yes":
- a. How often is it published? _____
 - b. Number of pages? _____
 - c. Does it carry advertising? Yes No

3. Does association produce a membership directory or roster? Yes No

- If "yes":
- a. How often is it published? _____
 - b. Number of many pages? _____
 - c. Does it carry advertising? Yes No
 - d. What other information does it contain? _____

4. Approximately how many times a year are bulletins or other mailings sent to members? _____

Explain, if necessary: _____

5. Who is responsible for producing the publications?

- Outside contractor Members
- Staff Combination: _____

6. Who is responsible for producing the membership directory?

- Outside contractor Members
- Staff Combination: _____

REQUIRED MATERIALS

Please attach a copy of the following items:

- List of officers and directors
- Mission statement or purpose of the association
- Current financial statement
- Financial statement of last full year
- Board meeting minutes from the past 1-3 years

REQUESTED MATERIALS

1. The following items are also requested:

- Magazine
- Newsletter
- Newspaper
- Membership application
- Membership brochure
- Membership directory
- Roster of present management
- Annual meeting promotional brochure
- Trade show promotional brochure