

# FOCUSED SOLUTIONS

Association Management & Governmental Affairs, LLC

## CLIENT BACKGROUND INFORMATION

### **Section I. CURRENT ORGANIZATION**

1. Name of Organization: \_\_\_\_\_

2. Incorporated?     YES                       NO

3. IRS designation (if known):     501(c)3                       501(c)6                       other

4. Number of members: \_\_\_\_\_

5. Type of memberships (indicate all that apply):

Individual                       Company                       Affiliate                       other

6. Dues amount:

Individual                       Company                       Affiliate                       other

7. Approximate annual budget: \_\_\_\_\_

8. Current activities: (indicate all that apply)

Annual Convention     Trade Show     Local/Area Meetings

Newsletter                       Magazine                       Training Programs

Continuing Education Programs                       other

9. Other significant information:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Section II. MEMBER PROFILE**

If possible give a brief description of a typical member and what they want from their membership.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Section III. MEETING DETAILS**

Annual Convention -

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## Association Management & Governmental Affairs, LLC

1. When is it usually held? (month or time of year)

\_\_\_\_\_

2. Where was it held the last couple of years?

\_\_\_\_\_

3. How long is it? (number of days)

\_\_\_\_\_

4. About how many people attend?

\_\_\_\_\_

5. If there is a trade show, about how many booths exhibit?

\_\_\_\_\_

6. Other significant information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Other Meetings -

1. What other meetings are held each year?

\_\_\_\_\_

2. When are they usually held? (month or time of year)

\_\_\_\_\_

3. How long are they? (number of days)

\_\_\_\_\_

4. About how many people attend each one?

\_\_\_\_\_

5. If there is a trade show, about how many booths exhibit?

\_\_\_\_\_

6. Other significant information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Thank you for your assistance in providing this information.