



A Division of Residential & Dining Enterprises

Questionnaire for Registration Services Clients

Event Information	
Name of event	
Dates of event	
Sponsoring department	
Department contact	
Event website	
Has this event been held at other sites? If so, where/when?	
Event Spaces	
Venue(s) needed	
Booked? (yes or no)	
Other venue(s) needed	
Attendee Information	
Projected # of attendees	
Type of attendees (professors, post docs, grad students, administrators, managers from industry, etc)	
Projected % local vs. out-of-town attendees	
By invitation only? (yes or no)	
If by invitation, how/when will invitations be sent?	
If you are marketing the event, who will be your target audience, and how will you reach them? Explain timeline for your marketing campaign(s)	



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Fees	
Will you be charging registration fees? (yes or no)	
If yes, what will fees cover?	
Will you be charging different fees for members, nonmembers, and/or for early-bird registrants?	
Housing	
<u>Academic Year:</u> Where will attendees be staying?	
Have you reserved any hotel blocks? (yes or no); if yes, with what hotel(s)?	
What other kinds of arrangements have you made?	
<u>Summer:</u> Where will attendees be staying?	
Would you be interested in offering campus housing as an option?	
Have you reserved any hotel blocks? (yes or no); if yes, with what hotel(s)?	
What other kinds of arrangements have you made?	



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Additional items	
Name badges needed? (yes or no)	
Onsite registration table staffing needed? (yes or no)	
If yes, how many staff needed to manage registration table?	
What specific tasks do you need staff to perform?	
What days/hours do you need staff to work?	