

**MEETING & EVENT PLANNING**

1. What type of meetings and events do you plan? Conferences, special events, galas, fundraisers, corporate events, weddings, trade shows, festivals, etc.? What's the range in size of attendance at these events?

2. Is your expertise in meeting/event planning, meeting/event logistics, or meeting/event execution? Or, all three?

3. What specific meeting and event details are you responsible for and in what capacity?

4. How many meetings and events do you manage monthly? Quarterly? Annually?

5. Describe the most creative or noteworthy event you have ever planned and/or led. What made it so unique and successful?

6. What makes your events unique? Where is your signature? What are your meetings and events known for?

7. What are the dollar values of the budgets you've managed, from $\_\_\_\_\_\_ to $\_\_\_\_\_\_\_? Have you reduced costs and, if so, by how much?

8. Have you been in charge of hiring event staff? Keynote presenters, speakers, entertainment, or other talent? Security? Anyone else?

9. Are you also responsible for hiring and managing permanent staff and, if so, how many and in what roles? Did you handle their training and professional development?

10. Have you served on any specific committees, task forces, or special projects? What was the mission and what specific role did you play? Any notable achievements or contributions?

11. Do you manage any volunteers for your events? If so, how many? Do you also recruit them and from where?

12. What notable venues have you worked with? Did you source them yourself? Did you negotiate terms and manage the relationship?

13. What third-party vendors, agencies, suppliers, etc. do you work with? In what capacity?

14. Do you have any special training or certification in meetings and events planning? If so, please provide details: dates, agencies/organizations, certificates, diplomas, etc.

15. Do you belong to any professional organizations in the industry? Have you held any leadership roles within the organization?

16. What media experience and exposure do you have? What about any experience in marketing, public relations, and community affairs?

17. Have you negotiated sponsorships for any events? If so, with whom and for what?

18. Have you negotiated licensing agreements, union contracts, or any other legal-binding documents?

19. Have you worked on "green" event initiatives? If so, provide detail.

20. Have you received any awards, recognition, or notable feedback for your events?