

California Meeting Management Program (CMMP) Meeting Questionnaire

DGS California Meeting Management Program (CMMP) staff is developing a calendar of upcoming meetings to be held between 7/1/2009-6/30/2011. In preparing to serve your meeting needs, please share this questionnaire with your department employees who are involved in the meeting process and ask them to complete the information as soon as possible. Each completed form can be emailed to Pamala Corona at pamala.corona@dgs.ca.gov or faxed to (916) 376-3999. These responses are not a firm commitment, but simply an estimated projection of potential workload for the CMMP.

Today's Date

	Yes	No	Not Sure
Does your Department have an American Express Meeting Planner Account (MPA) set-up?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Department Division/Program:	Department Division/Program:
Contact Name Phone # Email	Contact Name Phone # Email
Meeting Name:	Meeting Name:
Projected Meeting Dates:	Projected Meeting Dates:
# of anticipated attendees	# of anticipated attendees
CMMP assistance requested? Yes No	CMMP assistance requested? Yes No
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

Department Division/Program:	Department Division/Program:
Contact Name Phone # Email	Contact Name Phone # Email
Meeting Name:	Meeting Name:
Projected Meeting Dates:	Projected Meeting Dates:
# of anticipated attendees	# of anticipated attendees
CMMP assistance requested? Yes No	CMMP assistance requested? Yes No
<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

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Contact Name Phone # Email	Contact Name Phone # Email
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<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>