

SPESA — Applicant Questionnaire

Association Management

- Do you have association management experience? Yes No

1. If “yes”, how many years? _____

a. Please list the associations: _____

b. Please indicate area(s) of responsibility

_____	_____
_____	_____
_____	_____
_____	_____

2. If “no”, do you have comparable management experience? Yes No

a. Please indicate area(s) of responsibility

_____	_____
_____	_____
_____	_____
_____	_____

Industry

- Are you familiar with the sewn products industry? Yes No

If “yes”, what is your exposure to the industry? _____

- Have you ever worked in the sewn products industry? Yes No

If “yes”, when and where? _____

Finance

- Do you have any accounting background and/or experience? Yes No

If yes, please elaborate. _____

- Do you have any background and/or experience in budget development and oversight? Yes No

If yes, please elaborate. _____

Marketing & Communications

- Do you have any marketing background and/or experience? Yes No

If yes, please elaborate. _____

- Do you have any graphics arts background and/or experience? Yes No

If yes, please elaborate. _____

- Do you have any Web design (creation, updates) background and/or experience? Yes No

If yes, please elaborate. _____

Conference Management

- Do you have any background and/or experience with conference management (including, but not limited to organization, hotel negotiations/contracts, food & beverage coordination, program development, sponsorship sales, speaker identification and solicitation, promotion, etc.)? Yes No

If yes, please elaborate. _____

Membership

- Do you have any background and/or experience with membership development, campaigns, retention? Yes No

If yes, please elaborate. _____

Business Travel

- In your business experience, have you traveled for business? _____ Yes _____ No

If yes...

- Domestic travel only _____
- International travel only _____
- Both domestic and international _____
- Average length of domestic trips _____
- Average length of international trips _____

Public Communication Skills

- Do you have public speaking experience? _____ Yes _____ No

If yes ...

- What is the average size of the groups? _____
- Please list examples of presentation titles and names of groups _____

Language Skills

- Language _____ Proficiency: Fluent _____ Conversational _____
- Language _____ Proficiency: Fluent _____ Conversational _____

Contract Negotiations

- Do you have experience reviewing and negotiating contracts? _____ Yes _____ No

- If yes, please elaborate regarding level of experience and list types of contracts. _____

Other

- Please attach any additional information that you think is pertinent for consideration for this position.