



## PLANNING WORKSHEET IUOA clients & participants

(Scroll over text boxes to view help and examples)

Name of Group:

### **Contact Information**

Contact Name:

Title/Position:

Email:

Phone:

### **Group Information**

General Description:

Group Size:

Group ability level:

### **Event Information**

Possible Date(s)/Time(s):

Event Length:

Preferred Location(s):

Goals/Objectives:

Type of content/activities desired:

Ideal lodging (if applicable):

Budget:

### **Other**

How did you hear about IUOA Custom Experiences?