



# PRODUCTIVITY ENHANCEMENT PROGRAM (PEP)

## BUSINESS HOST INFORMATION

**We encourage you to fill out this form online at  
[www.ccisf.org](http://www.ccisf.org) under “PEP Volunteer Resources.”**

Thank you for contributing your time, enthusiasm and expertise to this important program.  
After we receive this form, we will send you additional information regarding the Russian delegation.

**BUSINESS NAME:** \_\_\_\_\_

CCI materials for presentation should be sent to:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Web Site: \_\_\_\_\_

**COMPANY INFORMATION:**

1. Year Started \_\_\_\_\_ 2. Number of Employees \_\_\_\_\_ 3. Annual Gross Sales: \_\_\_\_\_

4. Type of Ownership:  corporation  partnership  sole proprietorship  other \_\_\_\_\_

5. Have you hosted foreign delegations before? \_\_\_\_\_ From where: \_\_\_\_\_

6. Product or service lines: \_\_\_\_\_

7. Who are your major clients/customers? \_\_\_\_\_

8. Who from your company will make presentations to the delegation?

Name(s): \_\_\_\_\_ Title(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

9. Topics of presentation: \_\_\_\_\_

10. Date, if confirmed: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

11. Can you provide meeting space for the delegation for one hour after your presentation?  yes  no

12. Can you provide lunch for the delegation (13 people)?  yes  no

**COMPANY PROFILE/SUMMARY:**

Please use the rest of the space provided to briefly describe your organization’s market niche, strengths, challenges, goals, geographical reach, etc. (attach additional sheets of paper if needed): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please fax or e-mail this information to: Center for Citizen Initiatives  
Attn: \_\_\_\_\_ Productivity Enhancement Program  
Presidio of San Francisco, PO Box 29912, San Francisco, CA 94129  
Tel: 888-729-7071 or 415-561-7777 Fax: 415-561-7778  
Email: [coord@ccisf.org](mailto:coord@ccisf.org) Internet: [www.ccisf.org](http://www.ccisf.org)

FOR OFFICE USE ONLY		2D _____
Del No. _____	Date Rec _____	1D _____
Date Ent _____	Notes _____	1/2D _____