

Family Agricultural Enterprise Succession

Registration and Pre-Workshop Questionnaire (to be completed by senior generation)

Name of Agricultural Business: _____

Address: _____

Best phone contact: _____ Cell Home Business

Email address: _____ Personal Business

Please list the names and relationships of the individuals involved in this transition starting with the eldest and proceeding to the youngest (include only those who might have a significant ownership or management role in the next transition). Also please indicate who is currently active in the business and who will attend the seminar:

Name	Family or Business Relationship	Currently active in business? (Y or N)	Will attend seminar? (Y or N)

What is the current organizational form of the business (example: sole proprietorship, LLC, S-Corp, etc.)?

Please estimate how many years before the following occur:

Anticipated future event:	Years until event is anticipated to occur:
Senior generation members (SGM) cease daily operations/work	
SGM cease making short-term, operational/tactical decisions	
SGM cease making long-term, strategic decisions about the business	
SGM move to another, "retirement" residence (on- or off-farm)	
SGM consider themselves "fully retired" or "no longer active" in farm	

This form has 2 pages. Please complete the next page/other side.

How confident are you and your family in understanding the following steps in the transition process (check a box):

Steps in transition process:	Not Confident 1	Little Confidence 2	Some Confidence 3	Fairly Confident 4	Very Confident 5
Management functions of your business and who will be responsible at various stages of transition					
Future ownership and organizational form of business					
Ability to communicate about succession issues with family and business members					
Amount of income each generation will need from the business and other sources after succession					
Professional development needs of successors					
Resources available to support retirement planning					
Time frame for succession transfer steps					

Please select (with x or ✓) the ten most important management decisions or actions in your family business. Note that there are blanks for you to define your own management decisions if you don't see what you want on the list. We want to get a sense of what is most important to you.

Select up to 10	Decision or action
	WHEN to do daily tasks/chores
	HOW to do daily tasks/chores
	Which type or brand, and how much farm input (fertilizer, chemical, feed, etc.) to use
	When to do major production steps (like planting, harvesting, move livestock, branding, etc.)
	Negotiate sales of crops/livestock
	When, where or how to sell crops/livestock
	Keep/maintain physical production records, business records or financial records
	Supervise or oversee employees
	Make annual crop/livestock plan; what to produce this year
	When to pay bills, whom to pay first
	Recruit, hire, fire or lay off employees
	Select and negotiate purchase or rental of machines & equipment
	Identify sources and negotiate loans or outside investors
	Plan and select new enterprise investment projects (new crops, livestock activities, non- or off-farm business enterprises)
	Your own task (specify):
	Your own task (specify):