

Event Planning

Sample Event Survey

Please help us evaluate our event by completing this short questionnaire. Indicate your level of satisfaction in each category. Please answer each question honestly and to the best of your ability. We will use your feedback to determine how we can improve our future events.

	Very Satisfied	Satisfied	Neither Satisfied nor Unsatisfied	Unsatisfied	Very Unsatisfied
	√	√	√	√	√
Overall experience					
Organization of the Event					
Presenters					
Materials and Handouts					
Facilities or Venue					
Food					
Entertainment					

What were the strengths of the event? What did you find most useful or enjoyable? _____

Which parts were the least useful or enjoyable? _____

Comments and recommendations: _____

How did you hear about this event? _____

Would you like to hear about similar events in the future? If so, please provide your email address here:
 _____@_____