



**HUSTON-TILLOTSON UNIVERSITY ACTIVITY/EVENT  
SURVEY**

**This form to be completed at the conclusion of each activity/event.**

**Purpose:** This survey enables the University to better prepare for and plan on-campus meetings and events. Your responses to the questions below are greatly appreciated.

**Instructions:** Please darken the circle under the rating that best represents your impressions of the event.  
**SA = Strongly Agree A = Agree D = Disagree SD = Strongly Disagree and DK = Don't Know**

Attendee     Event Planner     Volunteer     Other \_\_\_\_\_

Name of Activity/Event \_\_\_\_\_ Date of Activity/Event: [Click here to enter a date.](#)

	<b>SA</b>	<b>A</b>	<b>D</b>	<b>SD</b>	<b>DK</b>
<b>Campus Location:</b>					
1. The main location was suitable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. The Huston-Tillotson University campus as a venue was suitable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. The parking accommodations were adequate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Customer Service</b>					
4. The catering staff was professional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. The security staff was helpful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. The janitorial staff was efficient	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>To Be Filled Out By Event Planner Only</b>					
7. Ala Carte Menu Services Inc. management was helpful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. University's event coordinator was helpful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Web site was helpful	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Facility rental costs were reasonable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Catering prices were reasonable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Facility was clean upon arrival	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Technical equipment was in place and working	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. The room temperature was comfortable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments about the event:**

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Return form to:  
 Huston-Tillotson University | Center for Civic Engagement and Community Outreach | Attn: Linda Y. Jackson  
 Sandra Joy Anderson Community Health and Wellness Center | Office 106 | 900 Chicon Street | Austin, TX 78702  
[lyjackson@htu.edu](mailto:lyjackson@htu.edu) | 512.505.3006 p | 512.505.3190 f