Huston-Tillotson University Events Management Survey

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 today’s event. SA = Strongly Agree, A = Agree, D = Disagree, SD = Strongly Disagree, and DK = Don’t Know

☐ Attendee  ☐ Event Planner  ☐ Volunteer

Name of Event___________________________________________ Date_____________________

Location (Please list__________________________________)  

1. The main location was suitable. ☐ ☐ ☐ ☐ ☐ 

2. The Huston-Tillotson University campus as the venue was suitable. ☐ ☐ ☐ ☐ ☐ 

3. The parking accommodations were adequate. ☐ ☐ ☐ ☐ ☐ 

Customer Service

4. The catering staff was professional. ☐ ☐ ☐ ☐ ☐ 

5. The security staff was helpful. ☐ ☐ ☐ ☐ ☐ 

6. The janitorial staff was efficient. ☐ ☐ ☐ ☐ ☐ 

To Be Filled Out By Event Planners Only

7. Sodexo facilities management was helpful. ☐ ☐ ☐ ☐ ☐ 

8. University’s events coordinator was helpful. ☐ ☐ ☐ ☐ ☐ 

9. Web site was helpful. ☐ ☐ ☐ ☐ ☐ 

10. Facility rental costs were reasonable. ☐ ☐ ☐ ☐ ☐ 

11. Catering prices were reasonable. ☐ ☐ ☐ ☐ ☐ 

12. Facility was clean upon arriving. ☐ ☐ ☐ ☐ ☐ 

13. Technical equipment was in place and working. ☐ ☐ ☐ ☐ ☐ 

14. The room temperature was comfortable. ☐ ☐ ☐ ☐ ☐ 

Comments about today’s event?

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