*Focus Group Survey*

**Thank you for participating in our meeting planner focus group. We appreciate your time, effort, expertise, and comments!**

Rate the **meeting room** for corporate meeting use. NA (low) 1 2 3 4 5 6 7 8 9 10 (high)

Comments:

Rate the **bar area** for corporate meeting use. NA (low) 1 2 3 4 5 6 7 8 9 10 (high)

Comments:

Rate the **concourse area** for corporate meeting use. NA (low) 1 2 3 4 5 6 7 8 9 10 (high)

Comments:

Rate the **food options** for corporate meeting meals. NA (low) 1 2 3 4 5 6 7 8 9 10 (high)

Comments:

How important are **catering options** when booking an event? (low) 1 2 3 4 5 6 7 8 9 10 (high)

Comments:

How important is **bar service** when booking an event? (low) 1 2 3 4 5 6 7 8 9 10 (high)

Comments:

Are there additional catering options you would like to see offered? Please list.

Rate the importance of the following **Audio/Visual** connections for corporate meetings.

 VCR (low) 1 2 3 4 5 6 7 8 9 10 (high) DVD (low) 1 2 3 4 5 6 7 8 9 10 (high) TV (low) 1 2 3 4 5 6 7 8 9 10 (high) LCD (low) 1 2 3 4 5 6 7 8 9 10 (high)

Comments:

Rate the importance of **privacy/closed door/quiet** in meeting roomsfor corporate use.

(low) 1 2 3 4 5 6 7 8 9 10 (high)

Comments:

Continued on next page

*Focus Group Survey*

Rate the importance of **other meeting planning supplies** for corporate meetings.

 White board (low) 1 2 3 4 5 6 7 8 9 10 (high) Flip chart (low) 1 2 3 4 5 6 7 8 9 10 (high) Markers (low) 1 2 3 4 5 6 7 8 9 10 (high) Linens (low) 1 2 3 4 5 6 7 8 9 10 (high) Other (low) 1 2 3 4 5 6 7 8 9 10 (high)

Comments:

Rate the importance of **podium/lectern, microphone, and speakers** in meeting roomsfor corporate use.

 Podium/lectern (low) 1 2 3 4 5 6 7 8 9 10 (high) Microphone (low) 1 2 3 4 5 6 7 8 9 10 (high) Speakers (low) 1 2 3 4 5 6 7 8 9 10 (high)

Comments:

How did you hear about **(enter company’s name)**’s event options?

How do you typically obtain **venue information**? *(check all that apply)*

Websites Call for Info Yellow Pages Event planning guides Direct referrals only

Would you be interested in **learning about event planning promotions, discounts, and special events** such as our Holiday Planning Preview Party? Yes No

How do you **prefer to receive** this type of information? Email Phone calls Fax Mail

Would you be interested in **professional instruction (facilitation)** during your event? Yes No Maybe

How many times per year does your company/church/civic group need offsite meeting facilities for **meetings** (training, strategy, etc.)? 1 2 3 4 5 6 7 8 9 10 More

Comments:

When your group has an offsite meeting, what is the **average number of participants**?

Comments:

Rate the overall **Play Therapy program experience**. (low) 1 2 3 4 5 6 7 8 9 10 (high)

Comments:

Rate the overall **Play Therapy activities**. (low) 1 2 3 4 5 6 7 8 9 10 (high)

Comments:

Rate the overall **Play Therapy facilitation**. (low) 1 2 3 4 5 6 7 8 9 10 (high)

Comments:

Rate the overall **Play Therapy awards**. (low) 1 2 3 4 5 6 7 8 9 10 (high)

Comments:

Continued on next page

*Focus Group Survey*

Rate the overall **Play Therapy facilities (room/location/meal)**. (low) 1 2 3 4 5 6 7 8 9 10 (high)

Comments:

How many times per year does your company/church/civic group need offsite meeting facilities for **Play Therapy activities**? 1 2 3 4 5 6 7 8 9 10 More

Comments:

When your group meets for Play Therapy activities, what is the **average number of participants**?

Comments:

If you were to book a corporate meeting or “Play Therapy” event, how important would these items be?

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Not Important** | **Somewhat Important** | **Must Have** |
| Private Meeting Room | 1 | 2 | 3 |
| Laptop/Projector Connections | 1 | 2 | 3 |
| Wireless Internet Availability | 1 | 2 | 3 |
| Facilitator | 1 | 2 | 3 |
| Food | 1 | 2 | 3 |
| Games | 1 | 2 | 3 |
| Awards & Prizes | 1 | 2 | 3 |
| Onsite Copy/Printing Services | 1 | 2 | 3 |

How likely are you to book a “Play Therapy” event for your group? **PLEASE CHECK ONE!**

** HELP!** I need to book this fabulous “Play Therapy” event right away! Have someone call me **yesterday!**

**** I’ve got some breathing room...but I want to book an event soon. Have someone call me today or **tomorrow.**

**** I don’t need to put together anything yet, but but would like more information. Have someone call me within the **next 30 days**.

**** I would be more likely to book a meeting only and provide my own “Play Therapy” experience.

**** I need to think about it some more.

**** Thank you for inviting me to this focus group, but I’m not really interested at all.

Continued on next page

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**Additional Information**

We would love to have your contact information and a typical budget that you are able to apply to offsite meetings. Please include that information here.

Name

Company or Group you represent

Title

Preferred method of contact (provide information for all that apply):

Email

Phone

Snail Mail

Typical Budget per Event $

**Additional Comments**