

External Evaluation Form

We at (*installation name*) try to focus on excellence and customer service with our special events and promotions. Please take a minute to help us continue to improve by completing the following evaluation.

Event Name: _____ Date: _____

Using the scale of 5 "strongly disagree" please rate us on the following statements:

SA A U D SD

- 1 The overall event met my expectations.
- 2 The "your installation name here" staff was professional/courteous.
- 3 Event paperwork was concise and easy to understand.
- 4 Event billing was timely and simple to follow.
- 5 The on-site production crew managed details efficiently and professionally.
- 6 The sponsorship manager was easily accessible for my questions/changes.
- 7 Event wrap-up was completed in a timely manner.
- 8 I would work with "your installation name" again on another event.

What I really liked about this event/promotion was: _____

Areas of improvement: _____

Additional comments: _____

Thank you for your feedback. Please return this form to