

## Internal Event Evaluation

Instructions: This is a confidential evaluation that lets us know how well we served you and met your needs during your event here at Harvey Mudd College. Please evaluate the items below by checking the box that most accurately describes your feelings. Your scorings and comments will help us provide excellent customer service. Please use the back of this sheet to further comment if necessary.

**Date:** \_\_\_\_\_ **Location Used:** \_\_\_\_\_

Please rate the following items on a scale of 1 to 5, with **1 being the lowest and 5 being the highest**.

**How helpful was the Facilities & Maintenance staff in the following areas:**

	<b>LOW</b> 1	2	3	4	<b>HIGH</b> 5
Set up					
Cleanliness	1	2	3	4	5
Availability of Staff	1	2	3	4	5
Responsiveness of Staff	1	2	3	4	5

Do you think your event went well? If not, what changes could have been made to make your event more successful?

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How could the Facilities & Maintenance staff have made this a better experience for you?

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What other comments do you have?

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