

# ICSB Fundraising Banquet Evaluation Form

Event Date: 04/18/2015

Location: Marriott Hotel, Torrance CA

Please rate your satisfaction on a scale of 1-5 where a score of (5) is seen as "strongly agree" and a score of (1) is seen as "strongly disagree".

**Planning:** (Please answer this section only if you were involved in planning this event)

1. This event was well planned and was thought out ahead of time.

1      2      3      4      5

2. As a community member, I felt as inclusive as I wanted in the planning process.

1      2      3      4      5

3. I felt responsibilities were handed to me at the last minute.

1      2      3      4      5

Comments: \_\_\_\_\_

\_\_\_\_\_

**Marketing:**

1. News of this event was well advertised around my community.

1      2      3      4      5

State your community (City or Masjid) here: \_\_\_\_\_

2. Tickets were sold (before the event) in an organized manner.

1      2      3      4      5

3. Guests were invited in a professional manner.

1      2      3      4      5

4. Ticket prices were reasonably priced (\$50/ticket)

1      2      3      4      5

5. Online ticket purchasing made acquiring tickets easy.

1      2      3      4      5

Comments: \_\_\_\_\_

\_\_\_\_\_

**Venue:**

1. The venue (Torrance Marriott) was an appropriate location for this event.

1      2      3      4      5

2. Parking was really easy to find.

1      2      3      4      5

3. Parking was priced reasonably.

1      2      3      4      5

Comments: \_\_\_\_\_

\_\_\_\_\_

**Volunteers:** (Please answer this section only if you were a volunteer at this event)

1. **Volunteers understood their role(s) throughout the event.**

1      2      3      4      5

2. **I felt I played an important and necessary part in the success of this event.**

1      2      3      4      5

3. **Volunteers arrived on time.**

1      2      3      4      5

4. **As a volunteer, I understand (and paid) the optional contribution of \$20**

1      2      3      4      5

5. **I felt proud to see the number of youth volunteers present for the event.**

1      2      3      4      5

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Volunteer Leads:** (Yasmine, Rubina, Syrah, Soofia, Rehan, Anees, & Amin)

1. **Rubina & Yasmine were able to provide all information necessary to all volunteer leads.**

1      2      3      4      5

2. **Adequate job descriptions were given to volunteer leads.**

1      2      3      4      5

3. **Input given by volunteer leads was relevant and applicable to the planning committee.**

1      2      3      4      5

4. **Volunteers found their leads helpful and well informed of their duties.**

1      2      3      4      5

5. **Questions from volunteers were answered promptly and adequately by volunteer leads.**

1      2      3      4      5

**My Volunteer Lead was \_\_\_\_\_ for my job duty as \_\_\_\_\_**

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Registration:**

1. **I was pleased with the level of service by volunteers at registration.**

1      2      3      4      5

2. **The registration process was smooth and simple.**

1      2      3      4      5

3. **Assigned seating was a great idea.**

1      2      3      4      5

4. **I had a problem with my ticket at registration.**

1      2      3      4      5

5. **(Answer if applicable): My issue during registration was dealt with in a calm and professional manner.**

1      2      3      4      5

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Babysitting:**

1. **The babysitting room was adequately spaced.**  
1      2      3      4      5
  
2. **The babysitting staff operated to my satisfaction.**  
1      2      3      4      5
  
3. **The babysitting room was well equipped to care for my child(ren)**  
1      2      3      4      5
  
4. **The babysitting room was easy to locate.**  
1      2      3      4      5
  
5. **I would put my children in a babysitting program like this again.**  
1      2      3      4      5

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Event Program:**

1. **The program was structured in an organized manner.**  
1      2      3      4      5
  
2. **The program was carried out in a timely manner.**  
1      2      3      4      5
  
4. **All speakers chosen were appropriate for this event.**  
1      2      3      4      5
  
5. **I would attend another event with a similar program structure.**  
1      2      3      4      5

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Ushers & Volunteers:**

1. **Ushers were friendly and polite.**  
1      2      3      4      5
  
2. **Ushers directing me to my seat helped me find my seat with ease.**  
1      2      3      4      5
  
3. **Volunteers were knowledgeable in all aspects of the event.**  
1      2      3      4      5
  
4. **Volunteers were able to direct me to restrooms, babysitting, and registration.**  
1      2      3      4      5

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Food:**

1. **The refreshments served as appetizers (outside the banquet hall) were pleasant.**  
1      2      3      4      5
2. **I was satisfied with my meal served for dinner.**  
1      2      3      4      5
3. **Dinner was served in a timely manner.**  
1      2      3      4      5
4. **Dinner was served in an organized manner (I like that it was brought to me).**  
1      2      3      4      5

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Fundraiser:**

1. **The fundraising portion of the program was of appropriate length.**  
1      2      3      4      5
2. **The keynote speaker (Imam Abdul Azeez) was motivating and inspiring.**  
1      2      3      4      5

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Speakers:**

1. **The sound system was excellent. (no mic issues, etc)**  
1      2      3      4      5
2. **I feel that ALL speakers chosen were representative of the Islamic Center of South Bay.**  
1      2      3      4      5
3. **I was able to clearly hear and understand the speakers on stage.**  
1      2      3      4      5

Comments: \_\_\_\_\_  
\_\_\_\_\_

**Additional Suggestions:**

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**Thank you for taking the time out to give feedback to YOUR Center. Through your input, inshaAllah we will be able to have an even better event next time!**

**#supportYOURmasjid**