

Facility Evaluation Form

Thank you for utilizing the M-TEC facility for your recent meeting/training. We hope it was a positive experience for everyone involved!

Whether it is something we are doing well or something that you feel we could improve upon, we would appreciate receiving your feedback.

For your convenience, we have provided the following form for you to complete. Once the form is completed and saved, it can be emailed to Judy Rose, Facility and Event Manager at jrose@kvcc.edu. The form can also be faxed to 269.353.1293.

If you have any questions as you complete the form, contact our office at 269.353.1285.

Thank you again for choosing M-TEC as your event host. We look forward to seeing you again soon!

Facility Rental Evaluation Form

Event Information

Contact Name*: _____

Company Name*: _____

Event Name: _____

Event Date: _____ Telephone*: _____

Email Address*: _____

The Room

1. How did you find the overall appearance of the room? (Cleanliness, décor, etc.)

Very Appealing 10 9 8 7 6 5 4 3 2 1 *Very Unappealing*

2. Was the temperature and air quality comfortable?

Very Comfortable 10 9 8 7 6 5 4 3 2 1 *Very Uncomfortable*

Comments:

Staff Services

3. Was the staff person who reserved your room and made the arrangements helpful and courteous?

Very Helpful/Courteous 10 9 8 7 6 5 4 3 2 1 *Not Helpful/Courteous*

4. Did we get it right?

Yes, well organized 10 9 8 7 6 5 4 3 2 1 *No, poorly organized*

Facility Rental Evaluation Form

5. Was the M-TEC staff helpful the day of the event?

Yes, very helpful

No, not helpful

10 9 8 7 6 5 4 3 2 1

Comments:

The Equipment

1. Please check the equipment you used during your event:

Media Cart Computer	Media Cart VCR/DVD	Overhead Projector	Amphitheatre Computer	Amphitheatre VCR	Lapel Microphone	Handheld Microphone	I did not use equipment
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Did you receive the instruction you needed for using the equipment?

10 9 8 7 6 5 4 3 2 1

3. Did everything work as expected?

10 9 8 7 6 5 4 3 2 1

4. Please list any equipment you would like to see offered in the future:

Food Service

1. Which caterer provided refreshments for this event?

Rykse's Restaurant/Bakery	Maggie's Catering	Other	No Refreshments Served
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. Please rate the taste and quality of the food served:

Delicious!!

Terrible!!

10 9 8 7 6 5 4 3 2 1

Comments:

Facility Rental Evaluation Form

3. Tell us your reaction to the presentation of your food:

Attractively done!

Messy!!

10 9 8 7 6 5 4 3 2 1

Comments:

4. Would you choose this caterer for future events?

Very likely

Highly doubtful

10 9 8 7 6 5 4 3 2 1

Comments:

Your Overall Experience

1. Are you likely to choose M-TEC for a future event?

Absolutely!

Highly doubtful!

10 9 8 7 6 5 4 3 2 1

2. Do you feel the services, equipment, and facilities represent a good value for the money?

Worth the money

Overly expensive

10 9 8 7 6 5 4 3 2 1

Comments

Thank you for your feedback. We look forward to seeing you again!