

Biedermann Hall Special Event Evaluation

We at Sacred Heart would like to ask you to take a few minutes to complete this evaluation. Your input will allow us to know what we're doing right and where we need improvement. Please return evaluation form to church office, attn: Vivian Nichols, Business Manager

| | Poor.....Excellent |
|---|----------------------|
| Initial contact with the Special Events Coordinator | 1 2 3 4 5 6 7 8 9 10 |
| Ease of facility booking arrangements | 1 2 3 4 5 6 7 8 9 10 |
| Appropriateness of fees charged for services | 1 2 3 4 5 6 7 8 9 10 |
| Ease of obtaining keys and setup arrangements | 1 2 3 4 5 6 7 8 9 10 |
| Cleanliness of facilities | 1 2 3 4 5 6 7 8 9 10 |
| Exterior and parking lot maintenance | 1 2 3 4 5 6 7 8 9 10 |
| Bar management | 1 2 3 4 5 6 7 8 9 10 |
| Event supervision | 1 2 3 4 5 6 7 8 9 10 |

What did we do right?

What could we improve upon?

Thank you for your input.