

## 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.