

# Student Center Event Feedback Form

Please return the completed form to:  
Kari Althof  
215 Student Center  
405 Scotland Road  
Edinboro, PA 16444

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- 1 - Unsatisfactory
  - 2 - Needs Some Improvement
  - 3 - Satisfactory
  - 4 - Good
  - 5 - Outstanding

## General Information:

1. Your name \_\_\_\_\_
2. Name of the event \_\_\_\_\_
3. Date of the event \_\_\_\_\_

## Event Planning and Coordination:

Ease & reliability of reservation process

1      2      3      4      5

Promptness and dependability in returning calls

1      2      3      4      5

Professionalism and courtesy

1      2      3      4      5

Responsiveness in dealing with changes and/or problems

1      2      3      4      5

## Physical Needs:

Availability of space

1      2      3      4      5

Timeliness of setups

1      2      3      4      5

Accuracy of setups according to specifications

1      2      3      4      5

Cleanliness of Facility

1      2      3      4      5

Air Conditioning/Heating

1      2      3      4      5

**Student Center Staff:**

**Courtesy, helpfulness, and friendliness**

1      2      3      4      5

**Dependability, reliability, and promptness**

1      2      3      4      5

**Appearance**

1      2      3      4      5

**Knowledge of responsibilities and duties**

1      2      3      4      5

**Quality of work**

1      2      3      4      5

**Additional Comments:**

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