



Conference Facilities – Evaluation Form

Booking/Function Information:

Contact Name:

Company Name:

Event/Function Name (if applicable):

Booking/Function Date:

Telephone:

Email Address:

THE ROOM

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

Very Appealing

Very Unappealing

10 9 8 7 6 5 4 3 2 1

2. Was the temperature and air quality comfortable?

Very Comfortable

Very Uncomfortable

10 9 8 7 6 5 4 3 2 1

STAFF SERVICES

3. Was the staff member who discussed arrangements/made your booking helpful and courteous?

Very Helpful/Courteous

Not Helpful/Courteous

10 9 8 7 6 5 4 3 2 1

4. Did we get it right?

Yes, well organised

No, poorly organised

10 9 8 7 6 5 4 3 2 1

5. Were staff helpful on the day of the event/function?

Yes, very helpful

No, not helpful

10 9 8 7 6 5 4 3 2 1

THE EQUIPMENT

6. Please tick the equipment you used during your event/function:

<i>Projector</i>	<i>Laptop</i>	<i>Photocopier</i>	<i>Teleconference</i>	<i>Other (list)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Did you receive appropriate instruction for the use of the equipment?

Yes No Comments:

8. Did everything work as expected?

Yes, very helpful

No, not helpful

10 9 8 7 6 5 4 3 2 1

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

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FOOD SERVICE

10. Please rate the taste & quality of the food served (if applicable):

Delicious

Terrible

10 9 8 7 6 5 4 3 2 1

Comments:

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

Attractively done

Messy

10 9 8 7 6 5 4 3 2 1

YOUR OVERALL EXPERIENCE

12. Are you likely to choose the Australian Arid Lands Botanic Garden for future events/functions?

Absolutely

Not likely

10 9 8 7 6 5 4 3 2 1

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

Worth the money

Overly expensive

- 10 9 8 7 6 5 4 3 2 1

Any further comments:

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Thank you for your feedback – we look forward to seeing you again.