[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Event planning post-event feedback form

How did we do - the debrief that wins the next booking.

Event: _____

Date: _____

Client: _____

Your experience

How was the planning and organisation? (1–5):

_____

How was communication throughout? (1–5):

_____

How did the event itself run? (1–5): _____

Was it good value? (1–5): _____

How would you rate the overall experience? (1–5):

_____

Would you recommend us to others? _____

Comments [Anything else you would like to tell us]

Contact (optional)

Phone: _____

Email: _____