[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. Add or remove table rows to fit your needs. 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	[Event name]
Date	[Date]
Client	[Client name]

Your experience

Question	Answer / rating
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	[Phone]
Email	[Email]