

Evaluation Form

DePaul University
Office of Conference Services
1 East Jackson Suite 8003 Chicago, IL 60604
Phone: 312-362-8624 Fax: 312-362-5638

Date of Event: _____

Event Type: Meeting Reception Lecture Other: _____

Client Type: Student Internal (faculty/staff) External

Event Location: _____

Please rate the following areas as they relate to your event:

	Excellent	Very Good	Average	Below Average	Poor
Availability of room requested:					
Room set up:					
Cleanliness of your space:					
Quality of audio visual equipment:					
Quality/variety of catering:					
Overall Experience:					
Reservation/Event planning process:					
Friendliness/efficiency of staff:					

Please answer the following questions:

How was your room set up and details? Was the door unlocked 15 minutes prior to the event time?

What other services would you like to see the Office of Conference Services offer?

Do you intend on using the Office of Conference Services for future events?

Comments: