EVENT EVALUATON FORM
THE UNIVERSITY OF TOLEDO STUDENT UNIONS
RESERVATIONS OFFICE

Thank you for choosing The University Of Toledo Student Unions as your meeting place. In order to provide quality customer service, we need feedback from our customers. Please take a few moments to complete the questionnaire below and return it to us.

Date of Event: _____
Organization: _____
Contact Name _____
Phone Number _____Email:_____

Room(s) Used – Bancroft Student Union: (circle all that apply)

2561 2562 2574 2579 2582 2584 2591 2592
Ingman Room Auditorium T-Section

Room(s) Used – Scott Park Student Center: (circle all that apply)
Auditorium Cavern VIP Room Terrace Dining Room 143 Pond Area

Facilities Please rate on a score of 1 (excellent) to 5 (poor).

Room(s) opened on time?	1	2	3	4	5
Requested equipment in the room(s)	1	2	3	4	5
Room(s) set according to your instructions?	1	2	3	4	5

Comments _____
_____
_____

Staff Please rate on a score of 1 (excellent) to 5 (poor).

Did you receive courteous service from the Reservations Staff?	1	2	3	4	5
Were we able to provide you with your first choice of space?	1	2	3	4	5
If last minute changes were requested, was the staff helpful?	1	2	3	4	5

Comments _____
_____
_____

Parking: Please rate on a score of 1 (excellent) to 5 (poor)

Was the parking convenient?	1	2	3	4	5

Comments _____
_____
_____

Food Service: Please rate on a score of 1 (excellent) to 5 (poor).

Did you receive what you ordered?	1	2	3	4	5
Was the food acceptable?	1	2	3	4	5
Was the Food Service Staff Courteous?	1	2	3	4	5
Did the pricing come in as quoted?	1	2	3	4	5
If last minute changes were requested, was the staff helpful?	1	2	3	4	5

Comments _____
_____
_____

Thank you for filling out this survey. Please return by fax to: 419-530-2800 or mail to:
University of Toledo, Student Union Reservations – Mail Stop #114, 2801 W. Bancroft, Toledo, OH 43606.