



Dickinson State University

**EVENT ASSESSMENT FORM**

Thank you for taking the time to complete this event assessment form. Your evaluation will help the Biesiot Activities Center better meet the needs of its clients. Please mail, email, or fax this form back to the Biesiot Activities Center at: 291 Campus Drive, Dickinson, ND 58601; or [ben.shroyer@dickinsonstate.edu](mailto:ben.shroyer@dickinsonstate.edu); or 701-483-1917 (fax). Visit us online at: [www.dickinsonstate.edu/bac](http://www.dickinsonstate.edu/bac) or [www.facebook.com/dsu.bac](http://www.facebook.com/dsu.bac).

Event Date: \_\_\_\_\_

Event Name/Sponsor: \_\_\_\_\_

**Please rate the following (5 = excellent, 4 = very good, 3 = good, 2 = fair, 1 = poor):**

Enough time allowed before the event for set-up, decorating, etc.	5	4	3	2	1	NA
Event layout/set-up went according to plan	5	4	3	2	1	NA
Audio/Visual Equipment (TV's, projector/screen, sound system, microphone)	5	4	3	2	1	NA
Food Service (quality, quantity, timeliness, service, décor, taste of food)	5	4	3	2	1	NA
Alcohol Service (quality, timeliness, service, variety)	5	4	3	2	1	NA
Effective pre-event planning, support, and collaboration from the BAC staff	5	4	3	2	1	NA
Cleanliness of the facility (restrooms, concourse, concession stand, parking lot)	5	4	3	2	1	NA
Facility Aesthetics (décor, lighting, tables, chairs, etc.)	5	4	3	2	1	NA
The general feeling of the event by those attending	5	4	3	2	1	NA

What were one or two positives (strengths) of having your event at the BAC?  
\_\_\_\_\_  
\_\_\_\_\_

What were one or two problems (weaknesses) you encountered at the BAC?  
\_\_\_\_\_  
\_\_\_\_\_

What other event-related services would you like to see provided by the BAC?  
\_\_\_\_\_  
\_\_\_\_\_

Would you recommend the BAC to your family, friends, and/or colleagues about having an event at the BAC?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Can we use your answers on this form in our website testimonial section??

Yes: \_\_\_\_\_ No: \_\_\_\_\_

Please add any additional comments or suggestions: