



Evaluation Form

Please share your impressions of your event to help us serve you better: If you received especially good service from specific staff members, we encourage you to share their names. Please return the survey with your payment, or if you prefer, go to www.wacocvb.com/survey.asp to fill it out online.

Impressions of our staff

Sales Staff (responsible for issuing your contract)

Excellent _____ Very Good _____ Good _____ Fair _____ Poor _____ Not Applicable/Unknown _____

Convention Services Staff (working with you after contract signed and up to/through event)

Excellent _____ Very Good _____ Good _____ Fair _____ Poor _____ Not Applicable/Unknown _____

Administrative Staff (staff located at City Hall; billing, general questions)

Excellent _____ Very Good _____ Good _____ Fair _____ Poor _____ Not Applicable/Unknown _____

Operations Staff (staff who set up and tear down events and help during the event itself)

Excellent _____ Very Good _____ Good _____ Fair _____ Poor _____ Not Applicable/Unknown _____

Catering/Concessions Staff Cooperation (food and beverages, bar service)

Excellent _____ Very Good _____ Good _____ Fair _____ Poor _____ Not Applicable/Unknown _____

Impressions of our Service

Accuracy and completeness of your Contract/Confirmation Sheet and billing

Excellent _____ Very Good _____ Good _____ Fair _____ Poor _____ Not Applicable _____

Accuracy of Setup(s)

Excellent _____ Very Good _____ Good _____ Fair _____ Poor _____ Not Applicable _____

Appearance/Cleanliness of the Waco Convention Center, including restrooms

Excellent _____ Very Good _____ Good _____ Fair _____ Poor _____ Not Applicable _____

Your overall rating of your experience with us:

Excellent _____ Very Good _____ Good _____ Fair _____ Poor _____ Not Applicable _____

One thing you liked best: _____

One thing we could do to improve our services: _____

Will you plan a future event in Waco? Yes _____ No _____ Maybe _____

Name of Event _____ Date(s) of Event _____

Your name: _____ Your email: _____

Please print this form and mail or fax to us.

Elizabeth Taylor, Director

Waco Convention Center

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