**Event Feedback Template**

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| **Event** |  |
| **Organizer** |  |
| **Location** |  |
| **Time** |  | **Number of invites** |  |
| **Date** |  | **Number of attendees** |  |

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| --- |
| **Please rate your experience by rating the following criteria on a scale of 1 to 5.** |
| **Criteria** | **1** **Lacking** | **2****Adequate** | **3****Average** | **4****Good** | **5****Excellent** |
| Venue accommodations |  |  |  |  |  |
| Catering |  |  |  |  |  |
| Entertainment |  |  |  |  |  |
| Transportation |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |
| --- | --- |
| Would you attend this event again? |  |
| Do you have any specific feedback you would like to share with the organizer? |  |
| Additional comments |  |

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