



# Conference Services Evaluation Questionnaire

Ref FSM 1620

GT-FS-1600-0001 (REV. 02/2013)  
OMB #0596-0226 Exp. 07/2014

Using the rating scale, please fill out this questionnaire regarding your conference/meeting/event experience here at Grey Towers. Feel free to add any explanations, comments, suggestions, or questions in the available space after each question. If you are the point of contact for this organization in the set-up and arrangement of this meeting, please answer the questions at the end of this survey. We appreciate you taking the time to complete this questionnaire, as this will help us to improve our efficiency and system of conference services. Thank you and we hope you enjoyed your experience here at Grey Towers!

**GREY TOWERS**



**Name of Group:** \_\_\_\_\_

**Dates of Meeting:** \_\_\_\_\_

Rating scale: 5 = Excellent  
 4 = Good  
 3 = Fair  
 2 = Poor  
 1 = Very Unsatisfactory  
 N/A = Non-Applicable

**PLEASE RATE THE FOLLOWING:**

1. The **overall site and facilities**, regarding:

- Cleanliness
- Safety and Accessibility
- Organization
- Atmosphere

2. **Grey Towers personnel**, in relation to your meeting needs and experience:

- Helpful
- Organized
- Courteous
- Knowledgeable

3. The **conference room setup and equipment** provided:

4. The **food services** provided during your meeting:

Cleanliness

Safety and Accessibility

Organization

5. The **payment process** for your meeting:

6. Did the meeting facilities and arrangements work well for a **group of your size**?

Yes  No Please provide comments in the space below:

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7. If you needed **lodging**, where did you stay for the duration of the conference/meeting?

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Please rate your lodging experience at that facility and provide comments:

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8. If you attended a tour of Grey Towers, please rate the following:

Information Learned

Tour Guide

Length of Tour

Overall Tour

9. What other Grey Towers programs or presentations did you participate in?  
Please rate the programs, using the same scale [1-5, N/A]:

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10. Would you **recommend Grey Towers** for any other groups?

Yes  No Please provide comments in the space below:

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11. Would you **return to Grey Towers** again to visit?

Yes  No

12. Please list any additional comments, suggestions, or questions:

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**PLEASE ANSWER THE FOLLOWING QUESTIONS IF YOU ARE YOUR ORGANIZATION'S POINT OF CONTACT FOR THE SETUP OF THIS MEETING:**

**Purpose of Meeting (please check one of the following):**

**Government - Forest Service:**

**Government - Non-Forest Service:**

**Non-Government:**

1. Please rate your points of contact here at Grey Towers that you talked with in planning and setting up this conference/meeting/event:

2. Would you **return to Grey Towers** again to do business with us?

Yes  No

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