***Tip***: Event surveys can help your institution better understand your participants’ expectations and experiences. They can also be used to set expectations and/or help participants prepare to engage in meaningful dialogue prior to the event. After the event, they can help you capture feedback that can be shared with speakers or can help frame future events. Consider these questions as a starting point for your own surveys. For tips about how to use the survey data, download the “Survey Tips” document.

When using the template, be sure to replace any content within brackets with your own information.

**Pre-Event Survey Template**

For general questions and comments, please contact [*Name*] at [*Phone or Email*].

1. Tell us more about your functional area. Are you:

Faculty

Enterprise IT

Infrastructure

User Services

Security

Research

Student

Support Staff
Libraries

Student Services

Facilities

Administrative

1. What brings you to this event? In other words, what do you hope to learn more about?

[Text field]
2. In general, what are you most interested in?

Networking

Sharing ideas from my own experience

Listening to ideas from other groups

Hearing examples from across higher education

Interacting with speakers

None of the above

1. What is your overall expertise in [*the topics to be covered*] during this event?

Novice: I am coming to learn more and get my feet wet.

Competent: I have limited experience but hope to learn more.
Proficient: I have considerable experience but would not consider myself an expert.
Expert: I consider myself well-versed in the topic and am coming to continue my professional development and share expertise.

1. Would you be willing to lead an event discussion or to facilitate a session?

Yes

No

If Yes, what particular session or event topic?

[Text field]

1. What is your overall opinion about the pre-event homework?
* Unsatisfactory
* Satisfactory
* Excellent
* I did not review the pre-event homework
1. Do you have any dietary restrictions?

[Text field]

1. Do you need any other special accommodations?

[Text field]
2. Please write your comments or suggestions for the event organizers.

[Text field]

**Post-Event Survey Template**

For general questions and comments, please contact [Name] at [Phone or Email].

1. How would you rate the following event components:

*(For each: Poor, Unsatisfactory, Neutral, Satisfactory, Excellent or Not Applicable)*

Pre-Event Homework
Discussion Opportunities
Networking Opportunities
Speaker Sessions
Interaction Between Participants
Event Communications
2. As a result of your participation, did your overall expertise in the topics covered at the event increase?

Yes
No
Don’t Know
3. What was your most important takeaway from the event?

[Text field]

1. Based on your participation, what will you do differently as a result of this event?

[Text field]
2. What is your overall opinion about the event?

Poor
Unsatisfactory
Satisfactory
Excellent
Not Applicable

1. Do you have any comments or suggestions regarding the food, facilities, setup or the organization? Comments might include suggestions for future improvement.

[Text field]
2. Do you have any suggestions for future events including topics of interest and potential participants and speakers?

[Text field]
3. Please write your comments or suggestions for the event organizers.

[Text field]