**Event Feedback Form**

**[Event Name]  
[Date]  
[Location / Venue]**

1. **Participant Information (Optional)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Miko Do | Email | jane@example.com |
| Organization | ABC Corp | Job Title / Role | Marketing Manager |

1. **Event Content & Sessions**

|  |  |  |
| --- | --- | --- |
| **Question** | **Rating Scale (1–5)** | **Sample Entry** |
| How would you rate the overall content of the event? | 1=Poor, 5=Excellent | 4 |
| How relevant were the topics covered? | 1–5 | 5 |
| Were the sessions well-organized? | 1–5 | 4 |
| How useful were the presentations and materials? | 1–5 | 5 |
| Was the duration of each session appropriate? | 1–5 | 4 |

1. **Event Logistics & Venue**

|  |  |  |
| --- | --- | --- |
| **Question** | **Rating Scale (1–5)** | **Sample Entry** |
| How would you rate the venue/facility? | 1–5 | 4 |
| How was the registration process? | 1–5 | 5 |
| How satisfied were you with the event schedule and timing? | 1–5 | 4 |
| How would you rate the catering / refreshments (if applicable)? | 1–5 | 3 |

1. **Overall Experience**

|  |  |  |
| --- | --- | --- |
| **Question** | **Rating Scale (1–5)** | **Sample Entry** |
| How satisfied are you with the overall event experience? | 1–5 | 4 |
| Would you recommend this event to colleagues or peers? | Yes / No | Yes |

**5. Suggestions & Comments**

* What did you like most about the event?  
  *“The keynote speaker was very insightful and engaging.”*
* What could be improved for future events?  
  *“Provide more breaks between sessions and better Wi-Fi connectivity.”*