

EVENT FOLLOW-UP SURVEY

1. Your Name/Title _____

2. Email: _____ 3. Phone: _____

4. Event Name: _____

5. Event Date(s): START: _____ END: _____

6. Was this a new event for Watertown? YES NO 7. Is this an annual event? YES NO

8. If YES, where did this event last take place? _____

9. Final attendance count: _____ 10. Percentage of out-of-town attendees: _____

11 Approximate number of occupied hotel rooms (event participants, staff, official, etc): _____

12. Venues used by group for event:

A. VENUE #1: _____

B. VENUE #2: _____

C. VENUE #3: _____

13. VENUE #1

A. Were you pleased with the level of service provided? YES NO

B. Was equipment used provided in working order? YES NO

C. Was staff friendly and helpful? YES NO

D. Were you pleased with the cleanliness of the facility? YES NO

E. On a scale of 1-5 (1 being worst 5 being best) how would you rate venue #1?: _____

F. Other comments: _____

14. VENUE #2 [If NOT applicable, please respond N/A]

A. Were you pleased with the level of service provided? YES NO

B. Was equipment used provided in working order? YES NO

C. Was staff friendly and helpful? YES NO

D. Were you pleased with the cleanliness of the facility? YES NO

E. On a scale of 1-5 (1 being worst 5 being best) how would you rate venue #1?: _____

F. Other comments: _____

15. VENUE #3

A. Were you pleased with the level of service provided? YES NO

B. Was equipment used provided in working order? YES NO

C. Was staff friendly and helpful? YES NO

D. Were you pleased with the cleanliness of the facility? YES NO

E. On a scale of 1-5 (1 being worst 5 being best) how would you rate venue #1?: _____

F. Other comments: _____

16. Were you assisted by the Watertown Convention & Visitors Bureau staff for this event? YES NO

17. Please share any remarks or suggestions about your experience working with the WCVB staff: _____

18. Overall, was your event successful? _____

19. Will you be planning other events in the future? _____

A. Details of next event: _____

20. Would you like the WCVB to contact you to discuss future events? YES NO

21. Would you like to opt-in for our Group & Event Planners newsletter? YES NO

21. Any other comments about your event experience: _____

TO RECEIVE YOUR FUNDING, THIS SURVEY MUST BE COMPLETE AND RETURNED TO THE WATERTOWN CONVENTION & VISITORS BUREAU WITHIN 30 DAYS OF THE CONCLUSION OF YOUR EVENT. THE WCVB AND BUSINESS IMPROVEMENT DISTRICT RESERVE THE RIGHT TO HOLD OR TERMINATE FUNDING IF THIS SURVEY IS NOT COMPLETE BY DAY 30 FOLLOWING THE EVENT.

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