**Post-Event Survey Example Questions**

Remember to thank your attendees!

Ex: *Thank you for attending this educational luncheon event. Please take a moment to give us your comments and opinions so that we may better serve you in future sessions.*

[Qualtrics](http://diversity.utexas.edu/brand/2015/01/qualtrics/) has various types of surveys. Here are examples of the most common surveys used:

**Multiple Choice**

|  |
| --- |
| Please rate your overall level of satisfaction with our event. |
| * Very Dissatisfied |
| * Dissatisfied |
| * Neutral |
| * Satisfied |
| * Very Satisfied |

**Matrix Table**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| On a scale of 1 to 5 (5 being the highest), rate the following: | | | | | | | | | | | | |
|  | | | |  | |  | | | Comments: |  |  |  |
| Educational Content | 1 | 2 | 3 | | 4 | | 5 |  | | | | |
| Speaking Presentation | 1 | 2 | 3 | | 4 | | 5 |
| Location | 1 | 2 | 3 | | 4 | | 5 |
| Food | 1 | 2 | 3 | | 4 | | 5 |
| Event Time | 1 | 2 | 3 | | 4 | | 5 |

**Net Promoter Score**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| On a scale from 0-10, how likely are you to recommend attending this event to a friend or colleague? | | | | | | | | | | | | |
| Not at all likely | |  | | | | | | | | | Extremely likely | |
| 0 | 1 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | 10 |

**Rank Order**

|  |  |
| --- | --- |
| Rank the following in order of most enjoyed (with most enjoyed on top): | |
| Food | 1 |
| Venue | 2 |
| Entertainment | 3 |
| Lecture | 4 |
| Other: | 5 |

**Text Entry**

|  |
| --- |
| Additional comments and suggestions: |
|  |

Other questions to ask (Choose best survey type for each):

* What time of day works best for you to attend events? Morning? Afternoon? Evening?
* What made you decide to attend this event today?
* What was the best part of the event and why?
* How many CNS events do you attend per year?
* What topics or issues would you like to see discussed in future events?