

Merseyside's Progressive Conference and Training Facility

The Gateway Conference Event Organiser Evaluation Form:

1. Using a scale of 1 - 5 (1 = VERY POOR and 5 = EXCELLENT) rate for each of the following aspects of the event by circling your response.

The Venue:

Website Information	1	2	3	4	5
Enquiry Communication	1	2	3	4	5
Staff Knowledge of Services	1	2	3	4	5
Contents of Booking Information	1	2	3	4	5
Accuracy of Quotation Summary	1	2	3	4	5
Catering Information	1	2	3	4	5
Invoicing Process	1	2	3	4	5

Would you recommend The Gateway Centre to others?

YES

UNSURE

NO

Comments:

We hope you have enjoyed your event at the Gateway Centre. We would appreciate any comments on the facilities and quality of service provided by the Centre. We do you use your comments to enable us to continuously improve our service.

Merseyside's Progressive Conference and Training Facility

Customer Information:

Please complete the following details:

Your name

Your organisation

E-mail address

Event title

Date of event

We are committed to providing Sustainable Conference Packages for all our customers and we would like to take this opportunity to thank you for supporting our pledge to reducing the impact on our environment.

Please return completed form by:

Post: The Gateway Conference Centre
71 London Road
Liverpool, L3 8HY.
Fax: 0151 298 3201
Email: info@thegatewaycentre.org

**Thank you for taking the time
to complete this Evaluation Form!**