

UCLA STUDENT EVENT SERVICES

Associated Students UCLA

Student-Run Enterprises

Ackerman Union A-Level

310.206.0832

<https://asucla.ucla.edu/event-services/>
events@asucla.ucla.edu

Student Client Evaluation

Organization: _____

Event Name: _____

Event Date(s): _____ Venue(s): _____

Name of Evaluator: _____ Title: _____

- How did you make your initial reservation with ASUCLA?
 Phone E-mail In person with an Event Manager In person with a Student Reservationist
- If applicable, how helpful/valuable was your meeting with the Student Reservationist?
 Very helpful Somewhat helpful Not as helpful as preferred Not at all helpful
- How available was your event manager to provide information, answer questions, and discuss the program?
 Very available Somewhat available Not as available as preferred Never available
- How helpful/valuable were the pre-planning meetings with your Event Manager?
 Very helpful Somewhat helpful Not as helpful as preferred Not at all helpful
- Were the administrative components of the event (estimate, diagram, Events Online Application, payment, and other paperwork) handled to your satisfaction?
 Absolutely For the most part, yes Not completely No, not at all
- What did you think of the equipment set-up of the venue?
 100% perfect Pretty good Needed some work A total disaster
- Did the ASUCLA Event Staff fulfill their duties and obligations at the event?
 Without a doubt Most of the time Part of the time Not in the least

Please use this following section to expand upon your ratings above and/or to provide additional feedback:

What pre-planning aspects of the event could have been handled better?

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How could the event itself have been improved regarding layout and facilities?

Were there any unanticipated issues prior to, during, or after the event that could have been resolved in a better way?

Generally, what could we do differently the next time this event takes place?

Other comments?

***Thank you for your input. We will use this information to improve future service.
Please return this completed evaluation to ASUCLA Event Services at the Information Window on
Ackerman Union A-level, attention Emily Palmer, or email it to events@asucla.ucla.edu.***