**XXXXX EVENT - FEEDBACK FORM  
(insert date)**

Please help us evaluate our event by completing this short questionnaire. We will use your feedback to determine how we can improve our future events.

How did you hear about this event?

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What were the strengths of the event? What did you find most useful or enjoyable?

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What would you have changed? What did you find the least useful or enjoyable?

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Would you attend further events of this type if organized?

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How often do you think this type of event should take place?

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What is the best day & time of day to hold this type of event for you?

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How far would you be prepared to travel to this type of event?

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Would you be prepared to pay a small fee to cover costs?

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Any other comments?

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