



CAMPUS CENTER

UNIVERSITY AT ALBANY

State University of New York

Dear Valued Client:

You hosted a meeting or event in the Campus Center. Our goal is to provide you with excellent service and facilities. In order to ensure we meet this goal, we would like you to provide us with some feedback.

Please take a moment to fill out our short comment form. A hard copy can be found below and mailed to us when completed. I can also be sent via e-mail to: sbirge@albany.edu.

An indication of the date and/or facility will make that evaluation more useful to us in pinpointing strengths and weaknesses. All evaluations are welcomed and important to us!

Thank you for taking the time to share your evaluation. Your thoughts, observations and suggestions are always appreciated!

Sincerely,

R. Scott Birge
Director, Campus Center Management

Date/Title of Event:

Room (s):

Please rate your experience, choosing one of the following 5 categories:

	Very Satisfied	Satisfied	Neither satisfied or Dissatisfied	Dissatisfied	Very Dissatisfied
Ease of Reservation					
Assistance with Reservation Planning					
Availability of Furnishings &					
Condition of Room					
Condition of Equipment &					
Support on day of event					
Cost (if applicable)					

Comments/ Suggestions: