



15200 Annapolis Road, Bowie, Maryland, 20715-1800
(301) 805-6880

Dear Event Coordinator,

Recently your Organization held an event at the Bowie Center for the Performing Arts. The Center is constantly striving to adapt our policies and procedures in such a manner that the Center is both protected and yet accessible to the widest variety of users "so that all may enjoy."

As part of this process we greatly value your opinion! Please complete this survey and let us know about your experiences about your experiences while working in the Center. Simply circle a number rating each aspect of the Center or N/A for not applicable. Feel free to add comments below each section or at the end of the survey, but please take a moment elaborate specifically on any area where you rate us at a one or a two.

Should you prefer, this survey is available on our web site as an MS Word document that can be returned via email. The form is located at <http://www.bowiecenter.org/afterevent.doc> and may be sent to gdgeorge@bowiecenter.org.

Thank you very much for your time. Please feel free to call me with questions or concerns that you might have. The Center looks forward to having you in again!

Regards,

Gerald D. George, PhD
Executive Director



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Event Information

Event _____ Date(s) _____
 Sponsor's Name _____ Title _____

Please list any others that had input on this form and their relationship to the event.

Name	Title / Relation to Event
1. _____	_____
2. _____	_____
3. _____	_____

Please list anyone else in the comments section at the end of this survey.

1. Overall Impressions of the Center

a. Overall support from BCPA

N/A Excellent 5 4 3 2 1 Poor

b. Overall BCPA Facility

N/A Excellent 5 4 3 2 1 Poor

c. Overall cost of BCPA facilities, equipment, and labor

N/A Excellent 5 4 3 2 1 Poor

d. Overall value of BCPA to the event

N/A Excellent 5 4 3 2 1 Poor

e. Effectiveness of the Center dealing with requests beyond the contract

N/A Excellent 5 4 3 2 1 Poor

f. Comments (please respond specifically to any area in which you rated us a one, two or three, but feel free to comment on any related area.)

Bowie Center for the Performing Arts – After Event Survey

2. Application Process and Contract

a. Overall process

N/A Excellent 5 4 3 2 1 Poor

b. User Application

N/A Excellent 5 4 3 2 1 Poor

c. Event Agreement Worksheet

N/A Excellent 5 4 3 2 1 Poor

d. Event Agreement

N/A Excellent 5 4 3 2 1 Poor

e. Event Agreement clearly explained

N/A Excellent 5 4 3 2 1 Poor

f. Deposit procedures

N/A Excellent 5 4 3 2 1 Poor

g. Deposit amount

N/A Excellent 5 4 3 2 1 Poor

h. Comments (please respond specifically to any area in which you rated us a one, two or three, but feel free to comment on any related area.)

3. Facility Access and Security

a. Access control policies (stage pass system)

N/A Excellent 5 4 3 2 1 Poor

b. Access times available to the event

N/A Excellent 5 4 3 2 1 Poor

c. Access to the areas required for your event

N/A Excellent 5 4 3 2 1 Poor

d. Comments (please respond specifically to any area in which you rated us a one, two or three, but feel free to comment on any related area.)

4. Technical Support

a. Type of available equipment for event use

N/A Excellent 5 4 3 2 1 Poor

b. Amount of available equipment for event use

N/A Excellent 5 4 3 2 1 Poor

c. Condition of equipment

N/A Excellent 5 4 3 2 1 Poor

d. Cost of equipment

N/A Excellent 5 4 3 2 1 Poor

e. Quality of backstage staff provided to the event

N/A Excellent 5 4 3 2 1 Poor

f. Cost of backstage staff provided to the event

N/A Excellent 5 4 3 2 1 Poor

g. Non-BCPA backstage staff training provided by the Center

N/A Excellent 5 4 3 2 1 Poor

h. Comments (please respond specifically to any area in which you rated us a one, two or three, but feel free to comment on any related area.)

5. Front of House

a. Support for your box office staff

N/A Excellent 5 4 3 2 1 Poor

b. Center ticketing policies

N/A Excellent 5 4 3 2 1 Poor

c. BCPA Front of house management

N/A Excellent 5 4 3 2 1 Poor

d. Usher policies

N/A Excellent 5 4 3 2 1 Poor

e. Usher training program

N/A Excellent 5 4 3 2 1 Poor

f. Comments (please respond specifically to any area in which you rated us a one, two or three, but feel free to comment on any related area.)

Bowie Center for the Performing Arts – After Event Survey

6. General Condition of the Facility

a. Condition and cleanliness of backstage areas

N/A Excellent 5 4 3 2 1 Poor

b. Condition and cleanliness of Auditorium

N/A Excellent 5 4 3 2 1 Poor

c. Condition and cleanliness of Recital Hall

N/A Excellent 5 4 3 2 1 Poor

d. Condition and cleanliness of Lobby areas

N/A Excellent 5 4 3 2 1 Poor

e. Condition and cleanliness of exterior areas

N/A Excellent 5 4 3 2 1 Poor

f. Comments (please respond specifically to any area in which you rated us a one, two or three, but feel free to comment on any related area.)

7. Post Event Assessment

a. Post-event meeting with BCPA Staff (“Post Mortum”)

i. Offered by Center and declined

ii. Not offered by Center

iii. N/A Excellent 5 4 3 2 1 Poor

b. This form

N/A Excellent 5 4 3 2 1 Poor

8. Other Comments

Thanks again for your time!