



MINISTRY OF COMMERCE FEEDBACK EVALUATION RECORD

SEDU GRADUATION CEREMONY JUNE 2012

In order for the Ministry of Commerce, Business Development, Investment and Consumer Affairs to continue to improve its service delivery, we would be most grateful to hear from you.

Kindly take the time to fill out and submit your electronic or hardcopy response to us, by using the form below. Please insert a tick [✓] in the appropriate box and add any comments. Thank you for your time.

No.	Event Component	Very Good	Good	Fair	Poor	Very Poor	Comments (Commendations/ Recommendations)
1.	<u>Venue</u>						
a.	Location						
b.	Parking						
c.	Internal Conditions: AC/Lighting/Ventilation						
d.	Décor						
e.	Layout						
f.	Adequate Entrances and Exits						
g.	Security						
2.	<u>Time</u>						
a.	Start						
b.	End						
c.	General Time Management						
3.	<u>Ancillary Services</u> (Delivery & Professionalism)						
a.	Press Presence						
b.	PA System Arrangements (Sound Distribution)						
c.	Photography						
d.	Ushering						
e.	Head Table set-up						
f.	Bouquet						
g.	Catering						
	i. Variety						
	ii. Presentation						
	iii. Timeliness of						

	Delivery						
	iv. Palatability						
	v. Adequate supplies & utensils						
	vi. Serving of guests						

4.	<u>Programming</u>						
a.	Invocation						
b.	Welcome Remarks						
c.	Feature Remarks						
d.	Minister's Remarks						
e.	Remarks from Argentina						
f.	Presentation of Certificates						
g.	Presentation of Awards						
h.	Special Tribute						
g.	Vote of Thanks						
i.	Master of Ceremonies delivery						

5.	<u>General</u>						
a.	Attendance						
b.	Planning & Organization						
c.	Execution						
d.	Staff support						
e.	Event Promotion						

Please note that your feedback will allow us to conduct a more comprehensive and objective review of this event. The information will be used to ensure the service delivery of the Ministry of Commerce transitions to one of excellence.

THANK YOU FOR YOUR CONTRIBUTION!