

# Sample Meeting Exit Survey

Use this survey at the end of a meeting to learn more about how it went for those who participated so that you can learn more going forward. Modify it to suit your needs.

**[Your Event Title]**

**[Date & Time]**

Please fill out the following questions so that we can learn from you and improve going forward.

Name (optional): \_\_\_\_\_

Contact (optional): \_\_\_\_\_

On a scale from 1-5, how engaged did you feel in this activity/meeting?

1      2      3      4      5

What part(s) of the conversation and/or material were most useful? Why?

What part(s) of the conversation and/or material were least useful? Why?

What is one thing you learned today? What is one thing you still want to learn/know?

Would you be interested in following up with us or doing more in the future?

yes      no

Any additional comments?

**Thank you for participating!**