

EVALUATING QUALITY

Use this instrument to evaluate the quality of a meeting facility and its staff. The highest evaluation rating possible is achieved by checking the highest score for every item on the list.

I. Main Room Environment	Rating (Select one number for each item)			
	0	1	2	3
A. Square or slightly rectangular—not long and narrow so that participants in the rear are removed from the action in front.				
B. Lighting is bright and evenly spread through the room. No spots of light. No high or low shadows on walls. No sconces or chandeliers.				
C. No reflective surfaces from mirrors, glass, television monitors, crystal, or chrome—will cause eye fatigue and reduce perceptual levels.				
D. Solid colors on floor covering. No plaids or stripes, which are fatiguing to the eye.				
E. Ceiling at least 9 feet high, preferably close to 10 feet—to avoid feeling of compression and enable participants to view projection over the heads of others.				
F. Comfortable chairs with arms, swivel, wheels, and recliner.				
G. Tables that provide 2½ feet between participants. Modesty panel on table. Rich-looking top requiring no covering and hard enough to write on.				
H. No pictures or clocks on walls.				
I. Light controls on front wall operated by communicator. Dimmers in room.				
J. Audiovisual controls at front, with communicator able to operate easily.				
K. Air-conditioning controls in room. Quiet system with good ventilation capabilities.				
L. Comfortably sized for number of people in group.				

YOUR TOTAL: _____				
YOUR MAXIMUM: _____	36			
II. Breakout Room Environment	Rating (Select one number for each item)			
	0	1	2	3
A. Room appropriately sized for number of participants—not too large or small.				
B. Room specially designed for small groups. Not a “make-do” room. Equipment on hand.				
C. Comfortable seating.				
D. Within easy walking distance of main meeting room.				
E. Quiet area.				
YOUR TOTAL: _____				
YOUR MAXIMUM: _____	15			