SurveyNinja

Event planning survey

13 questions. About 3 min to answer.

Interest and timing

1. How interested are you in attending? Required

Choose one answer.

- ○ Very interested
- ○ Somewhat interested
- ○ Not sure yet
- ○ Not interested

2. Which dates work for you? Required

Choose all that apply.

- ☐ [Date 1]
- ☐ [Date 2]
- ☐ [Date 3]
- ☐ None of these

3. Which times suit you best? Required

Choose all that apply.

- ☐ Weekday morning
- ☐ Weekday afternoon
- ☐ Weekday evening
- ☐ Weekend daytime
- ☐ Weekend evening

4. How long should the event be? Required

Choose one answer.

- ○ A couple of hours
- ○ Half a day
- ○ A full day
- ○ Two days or more

The program

5. What would you most like to see there? Required

Choose all that apply.

- ☐ Talks by speakers
- ☐ Hands-on workshops
- ☐ Panel discussions
- ☐ Q&A with experts
- ☐ Time to meet other attendees
- ☐ Demos or an exhibition
- ☐ Games, music or social activities
- ☐ Food and drinks together
- ☐ Other: _____

6. Which topics would you like the event to cover?

Ticket and format

7. How much would you be comfortable paying for a ticket? Required

Choose one answer.

- ○ Only if it is free
- ○ Up to [amount 1]
- ○ [amount 1] to [amount 2]
- ○ [amount 2] to [amount 3]
- ○ More than [amount 3] if the program is worth it

8. How would you prefer to attend? Required

Choose one answer.

- ○ In person
- ○ Online
- ○ Either works for me

Practical needs

9. Would you bring someone with you? Required

Choose one answer.

- ○ Yes, one guest
- ○ Yes, two or more guests
- ○ No, I'd come on my own
- ○ Not sure yet

10. Any dietary needs we should plan for?

Optional. It helps us order the right food.

11. Is there anything that would help you take part comfortably?

Optional. Tell us only what you want us to know.

Staying in touch

12. Your email, if you want the invitation once the date is set

E-mail: _____

13. Anything else we should know or plan for?

_____

_____

_____

Run it online for free

Copy this template to SurveyNinja, send the link and the answers go into a ready report with charts.

surveyninja.io/templates/event-planning-survey

Survey template from SurveyNinja: surveyninja.io