

SAMPLE POST-MEETING SURVEY FOR THOSE WHO ATTENDED AND THOSE WHO DID NOT

BEST PRACTICES:

- Schedule an advance send so it arrives in the email inbox just as the meeting is ending.
- Offer a specific date by which you prefer responses (one week is typically sufficient)
- Prior to each new event simply print / save the results from SurveyMonkey and clear the responses, which means you can use the same link each time.

Subject:

EPC - Seeking Input on October 11, 2016 luncheon, your reply requested

Body of Email:

Dear EPC Cleveland Members and Guests:

We recently completed the October 11, 2016 luncheon, *Hosting RNC: Sustaining the Momentum*, and seek input from both those who attended and those who did not. Please take 3 minutes or less to complete the survey appropriate to you. Your response is requested by Tuesday, October 18, 2016.

- Attendee Survey Link: <https://www.surveymonkey.com/r/KQJCM3V>
- Non-Attendee Survey Link: <https://www.surveymonkey.com/r/KXMWTMC>

If you are having trouble following the link please copy and paste it into your preferred browser.

Your input is appreciated!

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