If you're tight for space, you can skip the logo. Otherwise, take advantage of the chance to reinforce your company identity.

It's better to devote your space to questions rather than instructions, so keep your instructions brief. Don't forget to thank them, though.

	_
	ì
Thank you for taking a moment to complete our survey. Your honest and constructive feedback will help Albeeville Community Theatre improve our offerings in the future. If you'd like to qualify to win a free pair of season tickets for next year, please include your name, address, and phone number below. Otherwise, you may keep your responses anonymous.	Here's a way to build your mailing list. Make it optional, though, so people feel comfortable
Have you ever seen one of ACT's original shows before? Yes No If yes, what was the most recent one?	about responding honestly.
Overall, how would you rate ACT's production of <i>Monty by the Sea</i> ? Very favorably Favorably Average Unfavorabl Very Unfavorably	Answers to these questions ca help you restrategize your programming and PR efforts.
What made you rate the show as high or as low as you did: (circle all that apply) I enjoyed the story I enjoyed the performances The performances could've been better I admired the designs (set, lights, costumes) I did not like the designs It was too hot/cold I could not hear well How would you rate the preview program at the library on Thursday, October 9? Very favorably Favorably Very favorably What could we improve? If you did not attend, would you mind telling us why not?	
How would you rate the question-and-answer session with the director and playwright following the show? Very favorably Favorably Average Unfavorably Very Unfavorably What could we improve? If you did not attend, would you mind telling us why not? How would you rate the meet-the-author reception?	These questions will vary, obviously, depending on your own programming
Very favorably Favorably Average Unfavorably Very Unfavorably What could we improve? If you did not attend, would you mind telling us why not?	
Where did you hear about Monty by the Sea? (check all that apply)	Don't leave this as an open-ended question. If respondents have to recal all the places they've seen your message they will inevitably forget some. In order to assess the
NAMEPHONE #	assess the effectivenes of each PR/advertis- ing effort, it's crucial to list them individually.

This could include calendar listings, a casual mention by DJs in conversation, or public service announcements. Since most people don't know what a "PSA" is, I would avoid that term.

If at all possible, keep your survey limited to one page. Length scares people away. If you're tight for room, one way to "cheat" is to invite people to use the reverse side for additional space.