



## Client Session Questionnaire

This questionnaire is provided to help us customize our session to meet your general and specific goals. Please take a few minutes to answer the questions and return the form within 48-72 hours to Alexa Greer (Alexa@APLSGroup.com). Not all questions may be applicable.

### LOGISTICS

Company Name:

Event Dates:

Approximate Number of Attendees:

Start time:

End time:

### Session Coordinator's Information (person coordinating session logistics)

Name:

Email:

Phone Number:

### VIRTUAL/IN PERSON

Will your session be virtual?    Yes     No

**If virtual, what is your preferred webcast platform? (i.e. Zoom, Microsoft Teams, etc)**

We prefer to use Zoom for virtual sessions and will provide the session coordinator with the access link 48-72 hours before the session. Please have the session coordinator distribute the Zoom link to the attendees. If you would prefer to use a different platform, please schedule a 30-minute production meeting with Alexa Greer (alex@aplsgroup.com) at least one week before the scheduled session. All virtual sessions will be recorded and a copy will be sent to you upon completion of the session(s).

**If your session is live/in person, please provide the following:**

Address:

City:

Building #:

State:

Zip Code:

### **ABOUT YOUR SESSION**

What are your general and specific goals for this session?

What feedback have you received from past attendees that I should keep in mind?

Are there any topics that should be avoided?

Contact Alexa Greer (Alexa@APLSGroup.com) to schedule a time to meet with Nanci Appleman Vassil to discuss how we can support in marketing and event production endeavors.