



Nanci Appleman-Vassil, CSP

BUILDING AWARENESS BY UNCOVERING BLINDSPOTS

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 Alicia Casadonte (alicia@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 Lauren Calhoun (lauren@aplsgroup.com) at least one week before the scheduled session. Virtual sessions will be recorded upon request only 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 Alicia Casadonte (alicia@aplsgroup.com) to schedule a time to meet with Nanci Appleman-Vassil, CSP to discuss how we can support in marketing and event production endeavors.