

# Google Form Template - Email Capture

## Instructions for Dan:

1. Go to <https://forms.google.com>
2. Click "Blank Form"
3. Copy the structure below

## Form Title:

Join the Chocolat on James VIP List

## Form Description:

Get first access to new flavors, seasonal specials, and exclusive offers. We promise not to spam you—just chocolate goodness!

## Questions:

### Question 1:

- Type: Short answer
- Question: "First Name"
- Required: Yes

### Question 2:

- Type: Short answer
- Question: "Last Name"
- Required: Yes

### Question 3:

- Type: Short answer
- Question: "Email Address"
- Required: Yes
- Validation: Response must be a valid email

### Question 4:

- Type: Short answer
- Question: "Phone Number (Optional)"
- Required: No

**Question 5:**

- Type: Multiple choice
- Question: "What brings you joy at Chocolat on James?"
- Options:
  - Artisan Chocolates & Truffles
  - Ice Cream
  - Coffee & Beverages
  - Corporate & Custom Gifts
  - Special Events & Occasions
- Allow multiple selections: Yes

**Question 6:**

- Type: Checkbox
- Question: "How did you hear about us?"
- Options:
  - Walking by on James Street
  - Instagram/Facebook
  - Google Search
  - Friend or family recommendation
  - Local event or partnership
  - Other
- Required: No

**Question 7:**

- Type: Checkbox
- Question: "Email Preferences"
- Options:
  - ☒ Yes! Send me updates about new products, seasonal specials, and exclusive offers
- Required: Yes

**Confirmation Message:**

"Thank you for joining our VIP list! Watch your inbox for sweet surprises and first access to our new creations. 🍫"

**Settings to Enable:**

- ☒ Collect email addresses
- ☒ Limit to 1 response per person
- ☒ Send respondent a copy of their response