

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