



how to create a GOOGLE DOC SURVEY

Creating a custom survey form for your virtual parties is as easy as can be!
Follow along on this easy how to.

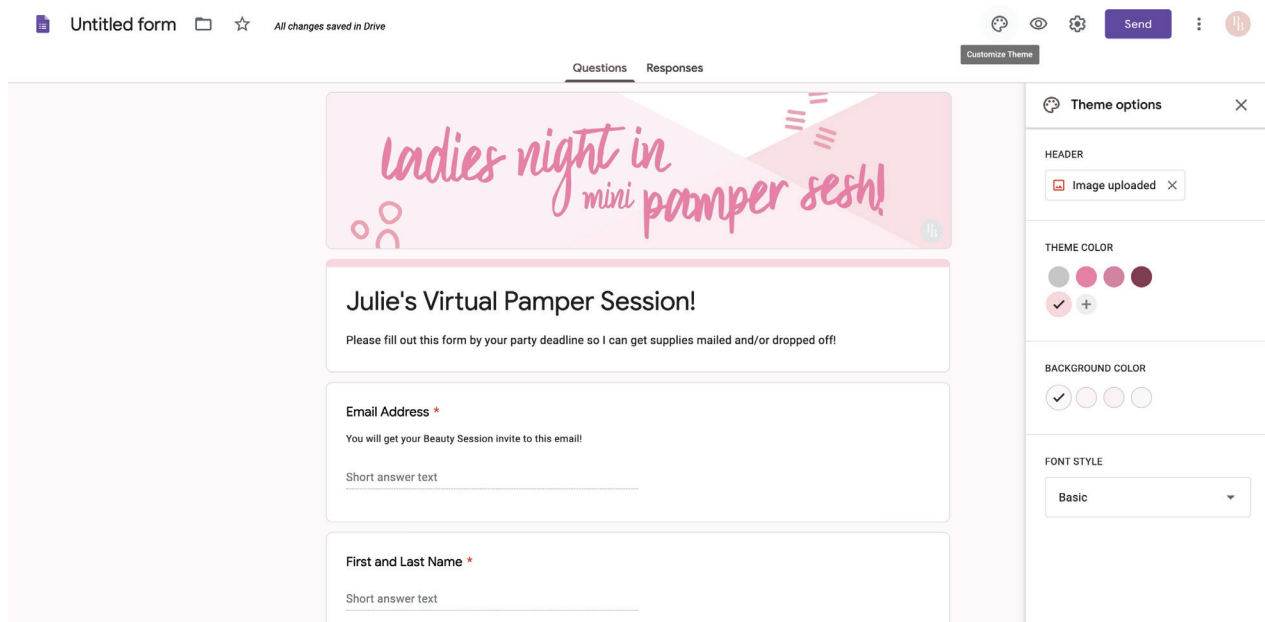
STEP ONE: OPEN A NEW GOOGLE FORM

After signing into your Google Account, you'll be able to start a new form by clicking on the BLANK form option.

[LINK TO A NEW FORM](#)

STEP TWO: CUSTOMIZE YOUR FORM THEME

Click on the paint palette to customize your theme. Upload your own banner image or choose from one of our new banner options available. Select the colors that best match.



STEP THREE: ADD YOUR SURVEY QUESTIONS

First customize your party title and description, this will change for each party. Next add all the questions you would like answered. Below are a list of common questions you would ask. Add in any that are missing. You can add in a marketing video as well.

Julie's Virtual Pamper Session!

Please fill out this form by your party deadline so I can get supplies mailed and/or dropped off!

Email Address *

You will get your Beauty Session invite to this email!

Short answer text

First and Last Name *

Short answer text

Your Hostess Name *

Short answer text

Address to send Samples *

Short answer text

Phone Number *

This is just for the event, your information isn't sold anywhere.

Short answer text

THESE ARE
SHORT ANSWER
QUESTIONS.

TIP

You will have to type in all the questions the first time you create a form. After you finish you can start a new form and import the questions for a finished form. This makes duplicating forms for new parties incredibly easy, just change the party name and description and you're good to go!

Age Range *

1. Under 18
2. 18 - 25
3. 26 - 30
4. 31 - 40
5. 41 - 50
6. 51+

THESE ARE
DROPDOWN
QUESTIONS.

Skin Type

1. Fair
2. Medium
3. Tan
4. Bronze
5. Deep Bronze

What is your skin type?

- Dry
- Oily
- Normal
- Combination

THESE ARE
MULTIPLE CHOICE
QUESTIONS.

Have you tried Mary Kay products before? ⋮

- No
- Yes, but it's been awhile.
- Yes, I have a consultant I'm working with.
- I used to be a Mary Kay consultant!

What is one skin concern you wish you had a supplement for?

This will help me know specific products to cover at the party!

Short answer text

This is a great place to add a marketing video and ask them a questions about the video.

STEP FOUR: SEND THE SURVEY TO PARTY GUESTS

You can choose to send the survey via email or as a link.

You can also choose to include the survey questions in an email, but this doesn't include the banner image and theme colors you chose.

YOU DID IT!

or as my toddler likes to say, "taa - daaaa"!