15 Google Forms examples

Question lists you can copy for work, school and events. Build them in Google Forms, or in any form builder.

How to use this pack

- Pick the example closest to your job. Delete every question you won't act on.
- Replace anything in the Answer choices column that says "Your ..." with your own list.
- Question types use the names Google Forms shows in its question type menu.
- Turn on Required only where the table says Yes, or where you truly need the answer.
- Answer your own form once from start to finish, then once on a phone, before you send it.

What's inside

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By group

Group	Examples
Events	Event RSVP, Event registration, Volunteer sign-up, Workshop sign-up, Post-event survey
Business	Order form, Customer feedback, Job application, Time-off request, Contact form, Lead form, Client intake
School	Class quiz, Parent survey, Course evaluation

1. Event RSVP

Events. 6 questions.

What it's for: Find out who is coming, how many guests they bring and what they eat.

#	Question	Question type	Required	Answer choices or note
1	Your name	Short answer	Yes	
2	Email address	Short answer	Yes	For updates about the day
3	Will you attend?	Multiple choice	Yes	Yes / No
4	How many guests are you bringing?	Dropdown	Yes	0 / 1 / 2 / 3
5	Any dietary needs?	Checkboxes	No	None / Vegetarian / Vegan / Gluten free / Other
6	A message for the host	Paragraph	No	

Setup tip

On "Will you attend?", use Go to section based on answer and send "No" to Submit form, so people who can't come skip the guest questions.

Your changes

2. Event registration

Events. 8 questions.

What it's for: Register people for a conference, meetup or class and plan the room.

#	Question	Question type	Required	Answer choices or note
1	Full name	Short answer	Yes	
2	Email address	Short answer	Yes	
3	Organization	Short answer	No	
4	Ticket type	Multiple choice	Yes	General / Student / Member
5	Which sessions will you attend?	Checkboxes	Yes	Morning talk / Workshop A / Workshop B / Panel
6	Dietary needs	Multiple choice	No	None / Vegetarian / Vegan / Gluten free
7	How did you hear about this event?	Multiple choice	No	Email / Social media / A friend / Our website
8	Please describe any access needs	Paragraph	No	

Setup tip

Limited seats? In the published form, click Set close date or response limit, pick After a number of responses and enter your room size.

Also as a CSV import file: google-forms-examples-event-registration.csv

Your changes

3. Volunteer sign-up

Events. 7 questions.

What it's for: Fill shifts and roles for a cleanup, fair, food drive or school event.

#	Question	Question type	Required	Answer choices or note
1	Full name	Short answer	Yes	
2	Email address	Short answer	Yes	
3	Phone number	Short answer	No	For day-of changes
4	Which shifts can you take?	Checkboxes	Yes	Setup 8 to 10 / Morning 10 to 1 / Afternoon 1 to 4 / Pack down 4 to 6
5	Which role would you like?	Multiple choice	Yes	Greeter / Food table / Games / Cleanup / Anywhere
6	T-shirt size	Dropdown	No	S / M / L / XL / XXL
7	Are you under 18?	Multiple choice	Yes	Yes / No

Setup tip

If "Are you under 18?" is Yes, use Go to section based on answer to open a section that asks for a parent or guardian's name and phone.

Your changes

4. Workshop sign-up

Events. 6 questions.

What it's for: Book people into a session and learn what they want from it.

#	Question	Question type	Required	Answer choices or note
1	Full name	Short answer	Yes	
2	Email address	Short answer	Yes	
3	Which session would you like?	Multiple choice	Yes	Tuesday evening / Saturday morning
4	How much experience do you have?	Multiple choice	Yes	None, I'm new / Some / A lot
5	What do you most want to learn?	Paragraph	No	
6	Will you bring your own laptop?	Multiple choice	No	Yes / No, I need one

Setup tip

Put the session dates in the form description too, so people see them before the first question.

Your changes

5. Post-event survey

Events. 6 questions.

What it's for: Ask attendees what worked, the day after, while it's fresh.

#	Question	Question type	Required	Answer choices or note
1	Overall, how would you rate the event?	Linear scale	Yes	1 Poor to 5 Excellent
2	Which session was most useful?	Multiple choice	No	Your session names
3	Was the event the right length?	Multiple choice	No	Too short / About right / Too long
4	How likely are you to come to the next one?	Linear scale	No	1 Not likely to 5 Very likely
5	What one thing should we change next time?	Paragraph	No	
6	May we email you about future events?	Multiple choice	No	Yes / No

Setup tip

Use a Confirmation message that says what you will change and when, so people know it was worth it.

Your changes

6. Order form

Business. 7 questions.

What it's for: Take orders for a bake sale, a small shop or a team merch run.

#	Question	Question type	Required	Answer choices or note
1	Full name	Short answer	Yes	
2	Email address	Short answer	Yes	
3	Which item would you like?	Dropdown	Yes	Your product list
4	How many?	Short answer	Yes	A number
5	Pickup or delivery?	Multiple choice	Yes	Pickup / Delivery
6	Pickup or delivery date	Date	Yes	
7	Anything else we should know?	Paragraph	No	

Setup tip

Write the price next to each item name in the Dropdown, so people see the cost as they pick.

Your changes

7. Customer feedback

Business. 7 questions.

What it's for: Hear from customers a day or two after a purchase or a finished job.

#	Question	Question type	Required	Answer choices or note
1	Overall, how satisfied are you with us?	Linear scale	Yes	1 Very dissatisfied to 5 Very satisfied
2	How likely are you to recommend us to a friend or colleague?	Linear scale	Yes	0 Not at all likely to 10 Extremely likely
3	Why did you give that score?	Paragraph	No	
4	What did you buy or use?	Checkboxes	No	Your products or services
5	How did you first hear about us?	Multiple choice	No	Friend or family / Search engine / Social media / Walked past / Other
6	Would you like us to follow up?	Multiple choice	Yes	Yes / No
7	Email address	Short answer	No	Only if you said yes

Setup tip

Put "Why did you give that score?" straight after the score. The number tells you something is off; the reason tells you what.

Also as a CSV import file: google-forms-examples-customer-feedback.csv

Your changes

8. Job application

Business. 8 questions.

What it's for: Collect the same details from every applicant, so you can compare them fairly.

#	Question	Question type	Required	Answer choices or note
1	Full name	Short answer	Yes	
2	Email address	Short answer	Yes	
3	Phone number	Short answer	Yes	
4	Which role are you applying for?	Dropdown	Yes	Your open roles
5	Years of experience in a similar role	Multiple choice	Yes	Less than 1 / 1 to 3 / 4 to 6 / 7 or more
6	Upload your resume	File upload	Yes	PDF or Word
7	Why do you want this role?	Paragraph	Yes	
8	Earliest start date	Date	No	

Setup tip

Google's question types page says that to answer a File upload question, responders need to sign in to a Google Account. Say so in the form description.

Your changes

9. Time-off request

Business. 7 questions.

What it's for: Give staff one place to ask for leave, with the dates in a sortable list.

#	Question	Question type	Required	Answer choices or note
1	Full name	Short answer	Yes	
2	Work email	Short answer	Yes	
3	Type of leave	Multiple choice	Yes	Vacation / Sick / Personal / Other
4	First day off	Date	Yes	
5	Last day off	Date	Yes	
6	Who is covering your work?	Short answer	No	
7	Anything your manager should know?	Paragraph	No	

Setup tip

Use Link to Sheets, so the manager can sort requests by first day off.

Your changes

10. Contact form

Business. 5 questions.

What it's for: Let people reach you from your website without posting your email address.

#	Question	Question type	Required	Answer choices or note
1	Your name	Short answer	Yes	
2	Email address	Short answer	Yes	
3	What is this about?	Dropdown	Yes	A question / A quote / Support / Something else
4	Your message	Paragraph	Yes	
5	How should we reply?	Multiple choice	No	Email / Phone call

Setup tip

Edit the Confirmation message to say when you usually reply, for example "within one working day".

Your changes

11. Lead form

Business. 7 questions.

What it's for: Learn who a prospect is and what they need before the first call.

#	Question	Question type	Required	Answer choices or note
1	Full name	Short answer	Yes	
2	Work email	Short answer	Yes	
3	Company name	Short answer	Yes	
4	Team size	Multiple choice	Yes	Just me / 2 to 10 / 11 to 50 / 51 or more
5	What do you need help with?	Checkboxes	Yes	Your services
6	Rough budget	Multiple choice	No	Under $1,000 / $1,000 to $5,000 / Over $5,000 / Not sure
7	When would you like to start?	Multiple choice	No	This month / Next 3 months / Just looking

Setup tip

Keep it to about seven questions. Ask the rest on the call.

Your changes

12. Client intake

Business. 8 questions.

What it's for: Gather what you need to start work for a new client, in one go.

#	Question	Question type	Required	Answer choices or note
1	Your name	Short answer	Yes	
2	Business name	Short answer	Yes	
3	Email address	Short answer	Yes	
4	Which services do you need?	Checkboxes	Yes	Your services
5	What does success look like for you?	Paragraph	Yes	
6	Is there a deadline?	Date	No	
7	Who else should we keep in the loop?	Short answer	No	Names and emails
8	Anything else we should know?	Paragraph	No	

Setup tip

Click Add Section to split it into "About you", "The project" and "Next steps". Google notes sections make a form easier to read and complete.

Your changes

13. Class quiz

School. 6 questions.

What it's for: A quick check at the end of a lesson to see what stuck.

#	Question	Question type	Required	Answer choices or note
1	Your name	Short answer	Yes	
2	Which planet is closest to the sun?	Multiple choice	Yes	Mercury / Venus / Earth / Mars
3	Which of these are gases at room temperature?	Checkboxes	Yes	Oxygen / Iron / Helium / Salt
4	Water boils at how many degrees Celsius at sea level?	Short answer	Yes	A number
5	Put this in your own words: what is gravity?	Paragraph	No	
6	How sure do you feel about today's topic?	Linear scale	No	1 Lost to 5 Got it

Setup tip

Turn on Shuffle answer choices for the multiple choice questions. Google's page says you can shuffle answers to multiple choice, checkbox and drop-down questions.

Your changes

14. Parent survey

School. 7 questions.

What it's for: Ask families how the school is doing and how they like to hear from you.

#	Question	Question type	Required	Answer choices or note
1	Which grade is your child in?	Multiple choice	Yes	Kindergarten to Grade 5
2	How satisfied are you with how the school keeps you informed?	Linear scale	Yes	1 Very dissatisfied to 5 Very satisfied
3	How would you like to hear from us?	Checkboxes	No	Email / Text message / School app / Paper notes home
4	Overall, how satisfied are you with your child's school?	Linear scale	Yes	1 Very dissatisfied to 5 Very satisfied
5	What one thing should the school change, and why?	Paragraph	No	
6	Would you like to help at a school event?	Multiple choice	No	Yes / No / Maybe
7	Email address (only if you said yes or maybe)	Short answer	No	

Setup tip

Keep the email question optional, and only ask for it when the parent offers to help.

Also as a CSV import file: google-forms-examples-parent-survey.csv

Your changes

15. Course evaluation

School. 6 questions.

What it's for: End-of-course feedback that helps you plan the next run.

#	Question	Question type	Required	Answer choices or note
1	How clear were the goals of this course?	Linear scale	Yes	1 Not clear to 5 Very clear
2	How useful were the course materials?	Linear scale	Yes	1 Not useful to 5 Very useful
3	How was the pace?	Multiple choice	No	Too slow / About right / Too fast
4	What helped you learn the most?	Paragraph	No	
5	What one change would improve this course?	Paragraph	No	
6	Overall, how would you rate this course?	Rating	Yes	Stars, 1 to 5

Setup tip

Leave out a name question unless you need one. Fewer questions, more honest answers.

Your changes

What to copy from a good example

- Easy questions first. Name and email are quick; the open questions come near the end.
- Required only where you must have the answer. Every extra required question is a reason to stop.
- One idea per question. "How was the food and the venue?" is two questions.
- Sections for anything over about eight questions, and to skip what doesn't apply.
- A reason after every score that matters: "Why did you give that score?"
- A Confirmation message that says what happens next.

Three examples as CSV import files

Three examples also come as CSV files: one column per question, plus example rows that show the kind of answer each question expects. In HornetForms, import a CSV file and each column becomes a question; the example rows help it guess each question's type and never become responses. The import brings questions only, so add any logic and endings in the editor.

File	Example	What's in it
google-forms-examples-event-registration.csv	Event registration	8 questions, 10 example rows
google-forms-examples-customer-feedback.csv	Customer feedback	7 questions, 10 example rows
google-forms-examples-parent-survey.csv	Parent survey	7 questions, 12 example rows

Details and the full guide: https://hornetforms.com/blog/google-forms-examples

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