**Sample Employee Survey – Preparation For Team Retreat:**

1. Name as it appears on your ID:
2. Cell phone number:
3. Home Address:
4. Arrival Date:
5. Will you be flying or driving (if driving, skip questions 6–9)?
6. Departing flight – which airport do you want to depart from?
7. Are you returning to the same airport as your departure flight?
8. Seat preference? (Window, Aisle, Middle)
9. Frequent flyer number and airline?
10. Do you have a known traveler or redress number? (If not, leave blank)
11. Do you have any food allergies or any other dietary restrictions?

* If "Yes", please specify:

1. Are there any additional considerations you would like to make the team aware of?
2. *Any final questions for team activities, preferences, etc.*