Klarstig

# Travel Meeting Time Poll

**FICTIONAL EXAMPLE FOR ILLUSTRATION. NAMES, ADDRESSES AND NUMBERS ARE INVENTED.**

Record a preference on the stated decision. Review the available choices and note any constraints that affect your participation.

## Contact and reference

**Organization using this document**

Maple Street Community Center

**Your name or contact reference**

Optional. Leave blank if you do not want to identify yourself in this local draft.

Alex Rivera

**Email for a reply if needed**

alex.rivera@example.com

## Information for this document

**Decision or question being considered ***

Could you tell me when the next volunteer orientation takes place? I am free most weekday mornings.

**Your first choice ***

(Short answer - not filled in for this example)

**Your second choice**

(Short answer - not filled in for this example)

**Availability or constraints affecting your choice**

(Free-text answer - not filled in for this example)

**How strongly do you prefer your first choice ***

Preferred but flexible

**Reason or suggestion**

Check-in was quick and the staff were friendly. Clearer signs to the parking area would help.

## Specific details

**Meeting purpose and required participants**

Complete when relevant to this request.

Covers the weekend youth program at the main hall from 1 to 14 November, including set-up and clean-up.

**Available time windows unavailable periods and time zones**

(Free-text answer - not filled in for this example)

## Operating context

### Trip itinerary destination or booking reference

Complete when relevant to this request.

REF-2026-0151

### Travel dates party size accessibility and coordination needs

Step-free access to the main hall, please.

## Limitations and what needs setup

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

### Want help tailoring this form? Free, Starter and Pro include five personal setup sessions, up to 30 minutes each, per new organization.

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