



AIM
 assistance in marketing
 research services network
 AIMResearchNetwork.com

AIM-Chicago
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Client information	
Client Name	P.O#/Job #
Moderator Name	Arrival Time
# of viewers	Arrival Time
<p><i>As a reminder, all incentives are due at least 72 hours in advance. Due to restrictions with our building, all clients must be out by 10:45 PM unless arrangements are made well in advance. Please remind your clients to use a pre-arranged SUBURBAN TAXI and do not go to the taxi line at O'Hare.</i></p>	

FOCUS ROOM SET UP	
Standard Set up :	Digital audio (one flash drive will be provided holding audio of each group) 1 Easel and set of markers is standard A deli tray is served to respondents for lunch (11:00-1:00PM) and dinner sessions (5:00-6:30 PM) unless we are told otherwise
DVD (please circle)	Stationary Manned
VHS (please circle)	Stationary Manned
Mini DV (please circle)	Manned is available only
Focus Vision (please circle)	Premium Video Streaming Basic Video Streaming Video Conference
Active Group (please circle)	Video Streaming
Projector and Screen	LCD Projector Overhead Projector
Other Needs	

CLIENT/VIEWER FOOD SELECTIONS

Breakfast	
Restaurant:	Serving Time:
Food Selection:	
Special Requests (ex. vegetarian, food allergies)	
(If you are arriving before 9:30 am, a standard Continental Breakfast including coffee, bagel, pastery and fruit will be served, unless we are specifically told otherwise.)	

Lunch	
Restaurant:	Serving Time:
Food Selection:	
Special Requests (ex. vegetarian, food allergies)	

Dinner	
Restaurant:	Serving Time:
Food Selection:	
Special Requests (ex. vegetarian, food allergies):	

Appetizers / Snacks
<i>Suggestions:</i> <i>Vegetable Crudités, Fresh Fruit Tray, Cheese & Cracker Tray, Chips & Salsa</i>
Appetizer Selection: