**PRACTICAL RESOURCE 6:**

Communication preferences profiling tool

If you know in advance that someone is coming to a Place Standard session, it is important to find out how they like to communicate before they attend.

To find this out, use these questions on their own or as part of your existing booking form.

**Questions**

Name:

Event:

Co-produced by Communication Inclusion People Community Interest Company (www.communicationinclusionpeople.com)
for Public Health Scotland Place Standard Inclusive Communication Toolkit Project, 2022

Co-produced by Communication Inclusion People Community Interest Company (www.communicationinclusionpeople.com)
for Public Health Scotland Place Standard Inclusive Communication Toolkit Project, 2022

**Information before and after the event**

How do you want to receive **information before** and **after the event**?
Mark the box and give details.

[ ] Email. Your email address is –

[ ] Post. Your address is –

[ ] Telephone. Your telephone number is –

[ ] In person

Do you want **written information** in any the formats below.
Please mark everything that will help.

[ ] Large print

[ ] Braille

[ ] Audio

[ ] Other

Co-produced by Communication Inclusion People Community Interest Company (www.communicationinclusionpeople.com)
for Public Health Scotland Place Standard Inclusive Communication Toolkit Project, 2022

**At the event**

**Times**

The event is from (Time) to (Time). We will take regular breaks.
Do you need to take a break at a specific time?

[ ] No

[ ] Yes

[ ] What time? –

**Communication Preferences**

What would make **understanding information** easier?
Please mark everything that will help.

[ ] Information in advance

[ ] Extra time

[ ] Clear simple language

[ ] Information written down as well as spoken

[ ] Use of photographs, symbols, videos to explain ideas

[ ] Use of objects to explain ideas

[ ] Other. Please detail –

Co-produced by Communication Inclusion People Community Interest Company (www.communicationinclusionpeople.com)
for Public Health Scotland Place Standard Inclusive Communication Toolkit Project, 2022

What would make **expressing yourself** easier?
Please mark everything that will help.

[ ] Extra time to say what I want to say

[ ] Writing things down as well as or instead of speaking

[ ] Someone to write things down for me

[ ] Being able to draw what I mean

[ ] Symbols, photographs and pictures to show what I mean

[ ] Speaking with just one person

[ ] Speaking in a group

[ ] Other. Please detail –

Co-produced by Communication Inclusion People Community Interest Company (www.communicationinclusionpeople.com)
for Public Health Scotland Place Standard Inclusive Communication Toolkit Project, 2022

**Individual communication support**

Do you need any **additional communication support**?
For example, an interpreter?

[ ] No

[ ] Yes

If yes, which service? Please give details –

Co-produced by Communication Inclusion People Community Interest Company (www.communicationinclusionpeople.com)
for Public Health Scotland Place Standard Inclusive Communication Toolkit Project, 2022

Do you have a service that you like to use? Please tell us their contact details.

**Other requirements**

Mark the boxes for what you need.

[ ] Transport and parking. Please detail –

[ ] Building access and room layout. Please detail –

[ ] Accessible toilet

[ ] Food and drink. Please detail –

[ ] Childcare. Please detail –

[ ] Other. Please detail –

Co-produced by Communication Inclusion People Community Interest Company (www.communicationinclusionpeople.com)
for Public Health Scotland Place Standard Inclusive Communication Toolkit Project, 2022

**Personal assistant / support worker**

Will you be bringing someone with you?

[ ] No

[ ] Yes

Personal assistant / supporters name –

**Please share any other information it would be helpful for us to know to help you enjoy the sessions.**

Details –

**Data protection**

Are you happy for us to keep this information in a safe place until we send you the final report for the event?

[ ] Yes

[ ] No

Co-produced by Communication Inclusion People Community Interest Company (www.communicationinclusionpeople.com)
for Public Health Scotland Place Standard Inclusive Communication Toolkit Project, 2022