**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:

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for Public Health Scotland Place Standard Inclusive Communication Toolkit Project, 2022

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**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

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**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 –

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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 –

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**Individual communication support**

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

No

Yes

If yes, which service? Please give details –

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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 –

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**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

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