

Parents Toolshop®
Custom-Designed Programs

Sponsor Planning Worksheet

Contact Name: _____ Date: _____
Organization Name: _____
Mailing Address: _____
City, State, Zip code: _____
Phone: (day) _(_____) _____ Fax: _(_____) _____
E-mail: _____

1. Identify the Participants' Needs:
 - a. Are there any special needs or issues this group has? Check off list or leave blank.
Special Focus Areas:
 - ☐ Parenting after divorce
 - ☐ Blended families and step-parenting
 - ☐ Special Needs children
 - ☐ Parenting Children with ADHD
 - ☐ Christian Parenting
 - ☐ Foster Parenting
 - ☐ Staff training: Specify profession: _____
2. Choose Age Focus
 - a. Which age category are the parents' children?
☐ Tots (ages 1-5) ☐ Tweens (ages 6-11) ☐ Teens (ages 12-18) ☐ Mixed
3. Choose Format
 - a. Which format would be most appropriate? (Consider outcome goals and dynamics of participants)
 - ☐ One-session Topic Program
 - ☐ Multiple Topic Series - several stand-alone presentations
 - ☐ Comprehensive series - for maximum outcomes by regularly-attending participants
 - b. Which type of skill assessments would be most appropriate?
☐ essay ☐ multiple-choice ☐ none needed
4. Choose Group Size
 - a. What is minimum _____ and maximum _____ number of participants expected?
 - b. Can the public attend? ☐ Yes ☐ No

5. Scheduling Preference

- a. When would you like the program to occur? ☐ Daytime ☐ Evening
b. How often? ☐ Every week ☐ Every other week ☐ Every month
c. Possible dates/times:
-

6. Decide logistical considerations

- a. Will you coordinate and provide childcare? ☐ Yes ☐ No
b. Will coordinate and provide assistance with transportation? ☐ Yes ☐ No
c. Will you provide a meal or refreshments? ☐ Yes ☐ No
d. Do you have a meeting room to accommodate this group? ☐ Yes ☐ No
i. Will access to this room be free to speaker? ☐ Yes ☐ No
e. Can you provide A/V presentation equipment?
i. Your laptop/PC connected to your LCD projector ☐ Yes ☐ No
ii. Flip chart and markers ☐ Yes ☐ No
iii. Complimentary copying of handouts ☐ Yes ☐ No

7. If planning a comprehensive series, we will cover *all* the “Basic” skill areas. If scheduling a TOPIC session or series, copy/paste the title of the workshop(s) you are interested in from the list you can download here into the space below.

To Book a Speaker, Contact:

Send this form to: Support@RelationshipToolshop.com

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