

## Questions for New Clients Requesting Workshops

These questions will help me better understand the specifics of your workshop request. I look forward to hearing from you!

1. **Date and time** of workshop(s), including **length of workshop**?

2. **Street address** where workshop will be held?

3. **Space**

Room layout and size (is there space to move around and confer in small groups)?

Can room lights be dimmed?

4. **Tools** you are able to provide for workshop (i.e. lectern, flipchart and markers, white board, or projector/laptop if necessary)?

5. **Audience**

How many staff members expected to attend?

What are the broad job roles?

What is makeup of the group (managers and/or staff, male/female)?

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