



## Pre-Booking Questionnaire

Before we accept a booking, we would like to know more about your organization and its mission, philosophy, and goals. Please provide us with relevant answers to the following questions. A more detailed questionnaire will be necessary to assist in the organizing of the training, once it is booked.

### Contact Information

Contact Person's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phones: HardLine: \_\_\_\_\_

Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

Web Site: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Dates

Do you have a Deadline for Completion of Training?

Yes \_\_\_ / No \_\_\_

Completion Deadline: \_\_\_\_\_

Date(s) or Range of Dates Preferred (Please List in Order of Preference?)

Date(s) Requested:

Option #1: \_\_\_\_\_

Option #2: \_\_\_\_\_

Option #3: \_\_\_\_\_

## **Your Organization Information**

**Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**WebSite:** \_\_\_\_\_

**Main Telephone:** \_\_\_\_\_

**Industry or Field?** \_\_\_\_\_

**What is your company's mission or philosophy statement?**

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**What are the unique features or characteristics of your organization?**

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**What are some resources I could use if I need additional information?**

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**What are the three most important things I should know about your organization?**

#1: \_\_\_\_\_

#2: \_\_\_\_\_

#3: \_\_\_\_\_

## **Training Needs and Expectations**

**Have you determined your Theme? If so, what is it?**

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**Do you know what specific topic areas would you to cover? If so, what are they?**

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**What are your desired specific objectives and results?**

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**What goals should participants achieve or accomplish?**

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**What three things must a participant take away from this training?**

#1: \_\_\_\_\_

#2: \_\_\_\_\_

#3: \_\_\_\_\_

What is the most important focus of this training?

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**Submitting your Questionnaire**

When completed, you can submit your form by mailing it to:



333 South State Street, Suite V 112  
Lake Oswego, OR 97034

Or Enter the information in the Electronic Request Form at:

<http://www.claytonlancegroup.com/trng-request.html>