

Presentation Intake Form Template



Pricing Events

Set a going rate for:

Half Day: _____

Whole Day: _____

Ask for the organization or group's budget for the event. This will help you know if what they want and expect is doable.

AUDIENCE BREAKDOWN

How many people will be there? _____

What kind of audience is it? (Check all that apply)

Single Married and Family Mixed Medical
Business Religious Police Military 1st Responder

What is the average age range?

Younger than 18 18-25 25-35 35-45
45-55 55-65 65+

Presentation Timeframe:

30-45 minutes 1 - 1.5 hours 2 - 2.5 hours 3 hours
4 hours 5-6 hours 1.5 days Other: _____

Christian or Non-Faith Audience?

Christian Non-Faith

Are participants paying, or is it free for them?

Paid Admission Free Admission

PRESENTATION CONTENT

Purpose and Desired Outcome? (Check all that apply)

Discovering the Enneagram Personality Assessment & the 9 Types
Exploring the Enneagram 2.0 Exploring the Enneagram 3.0
Resiliency / Coping Skills Problem-Solving
Team Building Stress/Anger Management
Individual Growth Conflict-Resolution
Family/Marriage/Relationships Communication
Other: _____

ENNEAGRAM Personality Themes to Cover
(Check all that apply)

Overview of the Enneagram - 30 min
Overview of 9 Types (Key Characteristics/Core Motivations) - 60min
Faith and The Enneagram - 60 min
Deeper Elements - 2.0 (Levels of Alignment, Wings, Enneagram Paths, Growth Path) - 3 hours
Going Deeper - 3.0 (Conflict Styles and Activators, Communication Styles and Strategies, How to Relate to each Type) - 3 hours

PREP Couples Workshop Topics to Cover

Check all that apply (60 min each)

3 Keys to Success(Healthy Relationships) Love-Styles / Language
Danger Signs in Relationships Road-Mapping (Milestones)
Anger & Stress (Healthy Approach) 1/2 day workshop (4hrs) = 3 topics
Events, Issues and Hidden Issues Full day workshop (8hrs) = 6 topics
Speaker-Listener Communication Technique Weekend workshop (16hrs) = 12 topics
Commitment in Relationships Participant Workbook (1 per couple for each topic) = \$10 each
Relational Fun & Friendship
Relationship Expectations
Problem-Solving



SOUNDINGS Resilience Workshop Topics to Cover

(Check all that apply) 60 min each

Awareness Participant Workbooks (1 per
Beliefs & Appraisals individual) = \$10 each
Coping
Decision Making

TRAVEL EXPENSES

Will they be reimbursing me for all travel expenses?

Yes No Only Part _____

Flying or Driving?

Flying Driving

Hotel

They will book my room.

I will book my room.

Per Diem

The client gives me the per diem for each day.

I need to send them receipts.

What other travel expenses do I need to consider:

Parking at the airport

Tolls

Fees for luggage or early bird check-in

Uber or Taxis

Other: _____

Presentation Room & Equipment

What technical equipment will be provided or accessible?

Projector

Slide transition remote

Whiteboard or large Notepad to write on (**note:** markers and eraser needed)

Microphone (**note:** schedule time to do a mic check before the event)

Computer: Mac PC

- Note: Bring any Needed Dongles or Adaptors and Extension cords

Room size: _____

How will participants be seated?

Circle U-shape Rows

Will they provide an A/V person to help you set up and run the event?

Yes No

CONTACT PERSON INFORMATION:

Name: _____

Contact info: _____

Their role or position: _____

When and how to contact them: _____

Invoicing for the event

Who do I send the invoice to? _____

What am I charging for this event? _____

The due date of invoice payment? _____

The deposit amount that is due at the time of scheduling? _____