



## **2008-Host Pack and Agency Information**

We thank you for considering hosting or sponsoring PSTC courses in your region. Our “host packet” gets the ball rolling! The quality link between our hosts and PSTC is vital to providing the best class possible. We know that you are busy and we try to do most of the time-consuming tasks. **The “FAX BACK” pages must be sent to us before we will confirm a date.** Please call Instructional Coordinator Kevin Willett at 650-591-7911 x102 with any questions. When you are finished, fax the host packet to 650-591-8911.

In addition to the FAX back, there is regional information we need to help promote the classes. We ask that you get the following information to us ASAP.

**A mailing/fax list:** This should include the 40 closest agencies, their training manager’s names, telephone numbers, fax numbers and agency mailing addresses. In lieu of 40, we basically market to the area within a 2 hour drive time to the class facility. Though we provide pre-class advertising via mail and fax, we would appreciate you passing word via local teletypes, training bulletins, and training managers associations or communications managers meetings.

**Classroom Needs:** We will need an LCD Projector (often referred to as a PowerPoint projector) and something like a whiteboard or flip chart for each class. We bring the laptop for the projector and provide you with a handout master for duplication in advance of the class. Duplication of our handout is required. Snacks each morning are your responsibility.

**Please ask us if you have any questions at all! We want to ensure a smooth operation for you with no surprises! Call Kevin Willett (X-102) or Catherine (X-105) with your hosting questions. Call PSTC at 650-591-7911**

**Once we receive your FAX BACK, we will set up your dates and work with you closely to make this the best training experience possible. If you have questions along the way, please feel free to call myself or Catherine at 800-348-8911 x 105.**

**Thanks for offering to host a PSTC class.**

## FAX BACK - Class Host/Location Information



Please complete the table below and do one of the following, e-mail it to [Kevin@pstc911.com](mailto:Kevin@pstc911.com) , fax it to **650-591-8911** or send it as a Word attachment to the e-mail above. Thanks! Please complete it ASAP. It assists us with travel planning and promotions.

<b>Host agency name</b>	
<b>Your name (you will be our contact person)</b>	
<b>Mailing address (we prefer a street address as we usually send hand-outs via UPS)</b>	
<b>City – State – ZIP</b>	
<b>Phone #</b>	
<b>FAX #</b>	
<b>Pager # Cellular #</b>	
<b>Your E-mail address</b>	
<b>Class location Bldg. Name, address, room #,etc.</b>	
<b>How many people will the room comfortably fit? <u>PLEASE CHECK</u></b>	
<b>Special Directions to classroom</b>	
<b>Parking location AND Parking information</b> (permit, meter or free)	
<b>Class hours you prefer. We usually do 0830-1630 but will do anything you prefer.</b> (CA Agencies, POST classes are 0800-1700)	



## Instructor Travel Information - FAX BACK

Please complete the information below. We need the information below to make travel arrangements for our Instructor(s)

<p><b>Name of the closest airport</b></p> <p><b>(Note approx. distance or driving time to the class location)</b></p>	
<p><b>Name of next closest airport</b></p>	
<p><b>Hotel Suggestions – list at least 2</b></p> <p><b>(We just ask for safe, clean and close)</b></p>	<p>Hotel name Phone #</p> <p>Hotel name Phone #</p>
<p><b>MAP INFO PLEASE!</b></p> <p>We would really appreciate a regional map to the class site. It will be useful to our students and our Instructor, Please e-mail or fax a clean copy to us! E-mail maps to <a href="mailto:kevin@pstc911.com">kevin@pstc911.com</a> or fax them to 650-591-8911</p>	

**Additional information:**

### **DON'T FORGET THE CLASSROOM NEEDS:**

**All classes require an LCD projector. PLEASE ask if you have any questions!** All audio-visual equipment must be provided by the host agency. We provide the laptop computer that we hook up to your LCD. Any problems, let us know!



## FAX BACK

### **Class selection and preferred dates:**

#### **What classes are you interested in?**

- School Violence – Lessons Learned (updated for 2008)
- Customer Service the 9-1-1- Way! (always a favorite)
- Under the Headset – Surviving Dispatch Stress
- Building your Liability Shield (updated for 2008)
- Crisis Communications (updated for 2008)
- In-Progress! (new topics and updated for 2008)
- Fire Communications
- Homeland Security for 9-1-1 Professionals
- Domestic & Family Violence (NEW CLASS)
- Mission Critical Communications
- Communications Training Officer Workshop (updated for 2008)
- Progressive Supervision Workshop
- Being the Best (updated monthly)
- High Risk! (new topics added for 2008)
  
- Other class or conference session(s): \_\_\_\_\_

If this is for a conference, what is the length of the session(s):

**In a “perfect world” what month would you like to host/sponsor a class?**

Month/Year \_\_\_\_\_

Do you have any specific dates you prefer? \_\_\_\_\_



**This checklist is for YOUR reference just to make sure all the “little details” get handled. If you have any questions, please let us know!**

What are your proposed dates for training? Avoid holidays, other local training, etc.	
Class location set? Consider atmosphere, parking, access and quality of facility. The classroom should have tables and chairs when possible.	
Confirmation letter information has been completed and faxed to PSTC? See attached worksheet. Complete it and FAX it to PSTC. 650-591-8911	
Promotions. Have you notified the various schools, public safety agencies and emergency management representatives?	
How many students will <b>your agency</b> try to train? Don't forget part-time, per diem, reserve, substitutes and student teachers or new employees.	
Mailing list provided to PSTC for promotional use? Include the following: Agency - Contact Person – Mailing Address –Phone # - Fax #. Keep in mind the variety of agencies that might be appropriate to invite	
Handouts have been duplicated? We will send them to you two weeks in advance.	
Refreshment duties have been dealt with? Here is our usual shopping list. Feel free to offer anything you wish. Morning: coffee, juice, muffins or bagels, fresh fruit. Afternoon: coffee, soft drinks or water, cookies or snacks. Students deserve these creature comforts – thanks!	
<b>AUDIO VISUAL NEEDS: VERY IMPORTANT!</b> We will need an LCD projector. This is a projector that hooks up to our IBM compatible windows based laptop. It is NOT a standard overhead projector. PLEASE ask us if you have a question! A whiteboard, flip-chart or chalk board would be helpful also. Last, a table near the front of the class for the Instructors equipment would be appreciated. For classes with over 50 students, we do ask for a lapel microphone. Call for details.	

**Thanks again for supporting quality training for dispatch professionals!**