

# SUPPORT PERSON BRIEFING TEMPLATE



This template is to help you clearly explain how you would like a support person to help you during an appointment.

You do not have to fill in every section.

This tool is for you, you choose what to use or share.



## 1. Who is my support person?

(This can be a real person or someone you might ask in the future)

WHO?

 Name / relationship (optional):

## 2. Why I want a support person at this appointment?

(Tick any that apply)



- To help me feel calmer or less overwhelmed
- To help me remember what I want to say
- To help me remember what was discussed

To support me if communication feels hard

Other:

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## 3. What I would like my support person to do

(Examples — choose or add your own)



- Sit with me quietly
- Take notes
- Help me remember my questions
- Step in if I'm overwhelmed
- Help slow the conversation down
- Other:

 **Summary of what I would like my support person to do:**

## 4. What I would not like my support person to do

(This helps protect your voice and boundaries)



- Speak for me without checking
- Answer questions directed at me
- Push me to make decisions
- Share personal information without permission
- Other:

 **Summary of what I would not like my support person to do:**

## 5. When I would like my support person to step in?

(Choose what feels right for you)

If I'm being rushed or talked over



- If I ask them to
- If I become overwhelmed
- If I forget what I wanted to say
- Other: \_\_\_\_\_

 **Summary of when I would like my support person to step in:**

**How my support person will know I need help**

**(This could be verbal or non-verbal)**

- I will say it out loud
- A hand signal or gesture
- Eye contact
- I'll show them this plan
- Other: \_\_\_\_\_



**7. What would help me feel supported after the appointment?**

**(Choose what feels right for you)**

- Talking it through
- Reviewing notes
- Helping plan next steps
- Just having space
- Other: \_\_\_\_\_

 **Summary:**

**8. Is there anything else you would like to brief your support person on?**

 **Summary:**

