



NOTE TAKING - CHECKLIST

Note taking may be required in a range of contexts and scenarios. It is the practice of writing down or otherwise recording key points of information. By taking notes the note taker is recording the essence of the information. They do this by understanding, interpreting, reviewing, connecting and synthesising ideas.

We understand that at times sensitive information needs to be communicated, and vulnerable individuals may be involved in the process, which is why confidentiality and care are two primary considerations in our policies and processes.

Please note that if a Note Taker is booked and the assignment is subsequently cancelled, for whatever reason, we charge a cancellation fee. This is because our Note Taker will have turned down other work in order to be available for your assignment.

We refer you to our terms and conditions of business; ask us if you need a copy.

We advise that you include information relating to the following points when communicating with us about your requirements:

- Which language(s) do you require?
- Would you prefer your Note Taker to be: male, female, or do you have no preference? *(This may be a relevant consideration in relation to sensitive subject matter and particular cultural contexts.)*
- Have you used a Note Taking Service before?
- What is the date of the assignment and how long will it last?
- Where is the venue? *(Please provide the full address. Are there parking facilities?)*
- What is the nearest underground or railway station?
- At what time should the Note Taker arrive?
- Who should the Note Taker ask for when they arrive?
- How many people will be at the meeting?
- What kind of meeting is it? *(Business, legal, informal, corporate visit, visits of premises, dinner, sightseeing, etc.)*
- What is the subject matter? *(We would appreciate further information about the subject matter of the meeting that could help the note taker prepare for the assignment. All information will be treated confidentially.)*