American
Emergency
Preparedness

2024

HOST
PACKET

AEP Host Packet and Agency Information - 2024

Dear Potential Host,

Thank you for considering hosting or sponsoring an AEP course in your region. Our "host packet" is designed to facilitate communication and collaboration between our hosts and AEP to ensure the success of the training sessions. We understand that you are busy, and we are committed to handling most of the time-consuming tasks.

Please carefully review the following information and requirements outlined below. Should you have any questions or need further clarification, do not hesitate to contact our Director of Operations, Justin Prescott, at 781-330-2573 or by email at justin@ameri-prep.com.

Hosting Options:

We offer two hosting options tailored to accommodate your agency's preferences and requirements:

1. **Flat Rate Fee Hosting:**

   o   Under this option, your agency handles reservation management.
   o   There is no minimum requirement for the class(es) to proceed.
   o   For all 1-day courses, the all-inclusive rate is $4,950 per class, per day, with a two-day/class minimum.
   o   *The 3-day CTO Workshop is offered at an all-inclusive rate of $12,350.
   o   **The CTO Update Course carries an all-inclusive rate of $10,350.

2. **Per Person Rate Hosting:**

   o   With this option, we handle reservations through our website.
   o   A minimum of 25 paid attendees is required for the class(es) to proceed.
   o   The per person rate is $259.00 for 1-day classes.
   o   *The CTO Workshop is priced at $549 per person.
   o   **The CTO Update Course is available at $449 per person.

Please select the hosting option that best aligns with your agency's needs and preferences. Should you require further clarification or assistance in making your decision, please do not hesitate to contact us.

Customized Training Options

In addition to the hosting options outlined above, we also offer customized training programs tailored to meet the specific needs of your agency. These programs may include specialized courses, advanced workshops, or tailored training sessions designed to address unique requirements.

Please note that any customized training programs not listed above will be quoted on a case-by-case basis. This ensures that we can provide you with accurate pricing and detailed information tailored to your specific training needs and objectives.

If you are interested in exploring customized training options for your agency, please contact our Director of Education, Ted Bourgeois, at 401-344-0054 or email ted@ameri-prep.com to discuss your requirements in detail. Our team will work closely with you to develop a comprehensive training proposal that meets your expectations and aligns with your budget.

Pricing Disclaimer:

Please note that all pricing provided in our hosting options and customized training programs is subject to change without prior notice. While we strive to maintain transparency and accuracy in our pricing, factors such as market conditions, resource availability, and program enhancements may necessitate adjustments to our pricing structure.

Host Packet Submission:

To streamline the hosting process effectively, we require detailed information to complete your host packet. Your cooperation in providing this information is crucial as it enables us to address logistics such as scheduling, marketing, and travel arrangements efficiently. Thank you for your attention to detail in filling out the host packet.

Below is some information you will need to fill out your packet:

1. **Contact Information:**
    - o Name of the hosting organization or individual
    - o Contact person's name, email address, and phone number
    - o Preferred method of communication
2. **Classroom Information:**
    - o Location where training will be held
3. **Regional Information:**
    - o Mailing/fax list: Provide details of the 40 closest agencies, including training manager's names, emails, phone numbers, fax numbers, and mailing addresses. If 40 agencies are not available, include agencies within a 3-hour drive time to the class facility. Providing this information helps us to market effectively in your area.
    - o Marketing Assistance: Help spread the word through local teletypes, training bulletins/calendars, training managers meetings, or APCO/NENA chapter meetings. Teletype information can be obtained from justin@ameri-prep.com (Marketing materials provided upon completion of host packet)
4. **Travel Information:**
    - o Nearest airports and recommended hotels (at least two)

Training Space Requirements

Creating an ideal learning environment is essential for the success of our training sessions. Below are the specific requirements for the classroom and projector setup:

Classroom Requirements:

1. **Conducive Learning Environment:**
    - o The classroom should be spacious enough to comfortably accommodate all participants.
    - o It should be arranged to facilitate easy viewing of presentations, encourage interactive discussions, and allow for breakout sessions if necessary.
2. **Required Features:**
    - o A projector or Smart TV for our PowerPoint presentations.
    - o Duplication of our handouts is required. The master handout is provided in advance of the class.
3. **Preferred Features:**
    - o Adequate seating arrangements for all students to ensure their comfort and engagement.
    - o Availability of a whiteboard or chalkboard for illustrations and annotations.

- o Proper ventilation and lighting to maintain a conducive atmosphere for learning.
- o Minimized noise interruptions or soundproofing to reduce distractions during sessions.
- o If you would like to provide light refreshments such as coffee & water, it is appreciated but not required.

Adhering to these specifications will help create an optimal learning environment, enabling participants to fully engage with the training material. Should you have any inquiries or require further clarification regarding these requirements, please feel free to contact us.

<u>Click here</u> to submit your host packet online (Preferred).

If you prefer, a PDF version of the host packet is included in this packet. Please fill out and email to <u>justin@ameri-prep.com</u>

Upon receiving your completed host packet, we will work closely with you to schedule the dates and ensure a seamless training experience. Once your packet is finalized, we will begin the advertising process and provide you with related marketing materials. Should you have any inquiries or require assistance during the process, feel free to reach out to our support team at 401-344-0054 or email <u>justin@ameri-prep.com</u>.

Thank you once again for offering to host an AEP class. We look forward to collaborating with you to deliver exceptional training experiences.

Sincerely,
The AEP Team

HOST PACKET FORM

HOSTING

To join the ranks of AEP's elite hosts, kindly complete this hosting form.

Please ensure to complete this form in its entirety. Your cooperation enables us to orchestrate a seamless training experience and streamline logistical arrangements. Should you have any inquiries, please don't hesitate to contact Justin at justin@ameri-prep.com.

Your Name :

Your E-Mail :   Preferred Month/Year to Host

Your Cell Phone :   Preferred Days of the Week/Dates

Agency Information

Agency Name :

Address :

City :   State :   ZIP :

Phone :   Fax :

Classroom Information

Class Location :

Address :

City :   State :   ZIP :

Building/Room :   Parking Info : (Lot info/fee)

Special Directions to Classroom

Class Time :
(Typically 0830-1630)

How many students do you plan on enrolling from your agency?

Classroom Capacity :

HOST PACKET FORM
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Travel Information

Kindly provide the requested information below. It is essential for us to arrange travel for our instructor(s).

Airports:

Nearest Airport :

Second Nearest Airport :

Hotel Recommendations: Please provide two if you're able.

Hotel		Hotel	
Address		Address	
Phone		Phone	

Class Information

Please select *all* options that apply. If you don't find a class you're interested in, choose "Other" and specify the desired class. For Custom Training inquiries, select that option and provide a brief description of your requirements. Ted will contact you soon!

- [ ] Active Attacker
- [ ] The Art of Leadership
- [ ] Bridging the Gap (4 Day)
- [ ] Building your Liability Shield
- [ ] Complacency and Critical Thinking
- [ ] CTO (3-Day Workshop)
- [ ] CTO (2-Day Update)

- [ ] Crimes in Progress: Flipping the Switch
- [ ] Crisis Communications
- [ ] Customer Service
- [ ] Defeating Drama
- [ ] Defining the 9-1-1 Professional: The First Three Minutes
- [ ] Domestic & Family Violence
- [ ] CPR/AED BLS

- [ ] Stress Reduction Strategies: The Hero's Choice
- [ ] Supervisor Bootcamp
- [ ] Tactical Dispatching
- [ ] What if it were your family?
- [ ] Fire Communications
- [ ] Homeland Security

- [ ] Other
- [ ] Custom

Frequently Asked Questions (FAQs)

Here are some frequently asked questions about hosting AEP courses:

Q: What are the hosting options available?

A: See hosting options above.

Q: Can we get free seats for hosting classes?

A: Yes, you receive at least 2 free seats once we reach 25 paid students, with an additional free seat for every 10 paid students over 25.

Q: Is there a discount available for bulk training of our personnel?

A: Yes, for large-scale training needs, please contact us for a customized quote tailored to your requirements.

Q: How much do your classes cost?

See hosting options above for our current pricing.

Q: Do we have to pay for instructor travel if we host classes?

A: No, our prices are all-inclusive.

Q: Are we financially responsible if a hosted class does not fill?

A: No, there is no financial obligation if we cancel a class due to low enrollment.

Q: What can we do to help fill the class?

A: You can assist by spreading the word through personal emails, teletypes, state training calendars, APCO/NENA chapter meetings, and distributing flyers to neighboring agencies. Marketing materials are provided to you.

Q: Can the class be state certified?

A: Yes, many of our classes are already approved in several states, and we can assist in getting approval in your state if needed.

Q: Who can I contact for assistance at AEP?

A: For marketing materials, enrollment status, flyers, or general inquiries, contact Justin Prescott at 781-330-2573 or justin@ameri-prep.com.

For customized training inquiries and information any of our educational offerings, contact Ted Bourgeois at 401-344-0054 or ted@ameri-prep.com.

Should you have any further questions or require assistance, please don't hesitate to contact us.