**QUEST FOCUS GROUP CHECKLIST**

**One to Two Weeks Before the Event**

* Confirm the location, time, date, and venue with the participants and research team.
	+ Send calendar invite, email, and paper letter when necessary.
	+ Include a point-of-contact name and phone number for the day of the session.
* Ask if any participants need accommodations (interpreter, mobility assistance, etc.).
* Send the Interview Guide to the research team in time to prepare for the event.
* Make necessary travel arrangements for all stakeholders.

**Two Days Before the Event**

* Send another reminder with details about location, time, and date.
	+ Include a point-of-contact name and phone number for the day of the session.
* Check that you have all the equipment necessary:
	+ Cell phones with the QUEST app
	+ Latest version of the application is on the phones
	+ QUEST application is clearly visible on the home screen of the phone
	+ Phones are fully charged and updated
	+ Phones are connected to the MiFi that will be used during the focus group
	+ Charging hub and extension cord for backup
	+ Headphones (multiple videos may play concurrently)
	+ Audio recorder
		- Fully charged
		- Charging cable or extra batteries
		- Additional memory card if needed
* Print copies of the QUEST Focus Group Consent Form; one per participant.

# Day of the Event

* Send a final reminder to the participants, research team, and venue point-of-contact via text or email.
* Arrive early to set up and test all the equipment.
	+ Check the MiFi or WiFi connection.
	+ Test the audio recording equipment.
* Post signage at the location directing participants to the room.
* Ensure the room meets the needs of the focus group.
	+ Comfortable temperature
	+ Low traffic / low noise
* Set out forms & pens.