**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.