

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.