

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 accommodation (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 cables 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.