Checklist: Hosting a Discovery Focus Group

# ****Hosting a Discovery Focus Group:****

* Ensure participants have RSVP’ed
* Ensure focus group facilitators are trained and recording devices are available
* Have copies of agreed discussion topics/questions
* Have copies of information letter for participants
* Purchase food (or order if catering)
* Book/reserve room
* Ensure appropriate number of staff/volunteers to offer support
* Look into parking
* Maintain list of participants and demographic info