## **Tool 7. Stakeholder Meeting Checklist**

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## Supplies

Laptop	Extra batteries	
Tape recorder	Debriefing form	
Tapes (90 min)	Watch or clock	
Microphone	Speaker phone	
Table tents	Conference line	
Magic markers	White board and markers	
Informed consents	Easel with tablet	
Stakeholder guide	Refreshments	
Extension cord		

## **Preparations**

- 1. Prepare yourself.
  - Be mentally alert and free from distracting anxieties and pressures.
  - Be able to give full attention to the group.
  - Familiarize yourself with introduction and questions.
- 2. Arrive early to set up room.
  - Arrange chairs in a circle in the middle of the room.
  - Set up refreshments by a wall near the door.
  - Set up tape recorder and microphone and test it.
- 3. Greet people as they arrive.
  - Offer food.
  - Engage in small talk (not related to topic of focus group) to put people at ease.
  - Encourage participants to talk to each other.
  - Watch the interactions among participants.
- 4. Arrange seating (shy people across from moderator) or have people seat themselves.