

1018.6 Focus Group Instructions

Arriving

1240 W. Harrison (connected to SSB but not accessible through the building)

- Once inside the hallway, go left through the doors on the West side of the hall
- The students were told to be there 30 minutes prior so they should be there to let you into the facilities
- There is a kitchen area that you can set up in to check-in participants

Materials

- Name placards
- Sign-in sheet(s)
- Envelopes with incentive cash
- Incentive receipts

SRL Duties

- Meet Corner Bakery Catering at door and assemble food/drink
- Check-in participants
 - Participants must have a printed form of their confirmation email OR an ID
 - Professor groups must also have a faculty ID
- Distribute name placards
- After the focus group, distribute envelopes and have everyone sign a receipt. If a receipt is not signed for each incentive, we cannot prove that the incentive was delivered.
- Bring unused incentives and receipts back to Kara

Students' Responsibilities

- Bring copies of any materials (SRL will not make photo copies)
- Provide and set up all audio/visual materials
- Set up focus group room
- Greet participants, introduce study and moderate focus group
- One student from each group can greet by the 1240 entrance and direct people to the SRL staff

If anything comes up, call me

THANKS!

Kara

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