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
    o Participants must have a printed form of their confirmation email OR an ID
    o 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!
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