

Checklist for focus group recording

Before the group	
Recording equipment checked	
Room booked	
Seating arrangements checked	
Food/drink ordered	
Decision made about whether to have individuals identified or not in the transcript	
If you want participants identified, intro questions prepared and intro card produced	
During the group	
Recording equipment checked in situ	
Spare recorder or spare batteries available	
Recorders turned on!	
Notes made on numbers and genders of people for transcriptionist, and table plan	
Introduction by you	
Ask the group to introduce themselves, using intro card and full sentences, if you want participants identified	
Sending the audio to the transcriptionist	
Need identification by name, by number or do not need individuals identified	
Notes on numbers, genders etc. provided	
Notes on timings e.g. 'Please start at 5 mins 10 seconds, after my intro' and stop when I say, 'Well to wrap up ...' at about 60 minutes.	