

Making Involvement Happen Resources

CHECKLIST FOR AN ENGAGEMENT EVENT

REFRESHMENTS

Ensure refreshments are available on arrival, and throughout the day. Remember to ask participants if they have any dietary requirements in advance. Ensure refreshments are suitable for people with diabetes and that there is choice; if you are providing biscuits, provide fruit too, and remember to provide sweetener as well as sugar. A sandwich lunch is fine and can work as an incentive for people to attend! If possible, show carb content labels on food and be aware of the sugar content of foods, for example mayonnaise in sandwiches.

Let people know beforehand what refreshments and at what times you'll be providing them so they can plan their meals ahead.

STAFF

Ensure that you have sufficient staff available on the day and they are all briefed about their roles in advance. Depending on the size of your event this would include a lead facilitator, a co-facilitator (or 2) to help with table discussions and break out groups, and someone with responsibility for logistics and ensuring everything runs smoothly (including registration, resources and refreshments). It is also important to have someone present from the project team (if different to those facilitating the event) to field any questions about the purpose of the work and how the activity will help inform plans for the services.

We also find that patients like to have a Healthcare Professional present on the day to direct questions to. However it is important that the Professional understand their role (it can be easy for them to be bogged down with answering questions about individual's care!). On the other hand, too many professionals being present may be intimidating to some and restrict how open they are willing to be about local services.

COMFORT

Be aware of the temperature in the room and make sure you have checked out the heating system so you know how to change this easily if needed. Make sure that there are at least some chairs with arms as some people may need these. Also be conscious of how loud it will be in the room with people speaking and if it's possible, make plenty of room between tables. If you have a chance, visit the venue prior to the event to check its suitability

RESOURCES

Stationery

- Flip chart paper – venue may be able to provide
- Note paper for participants
- Marker pens for flipchart paper (black is usually more visible for those with sight problems)
- Normal pens
- Post-it notes – lots/different colours!
- Blu-tack

- Stickers for name labels

Equipment

- Laptop / memory stick for PowerPoint slides
- Projector – venue should be able to provide
- Extension lead

Participant resources

- Programmes
- Hand outs
- Ice breaker
- Expense claim forms
- Relevant information leaflets (appropriate to the event topic)

Facilitator resources

- Attendance list including special and dietary requirements
- Sign in sheet for attendees
- Copies of Facilitation plan (see DUK Template)
- Signposting for entrance
- Evaluation forms (see DUK template)

Other

- Hypo kit (lucozade/gluco tabs)