

Checklist for site facilitators for Photovoice project

- Package of documents: consent forms, evaluation forms, checklist, ad/poster, email to send to participants.
- Recruitment (Post physical ad at the site)
- Recruitment (Post on social media, send out e-mails)
- Recruitment (Ask participants to refer their friends, attend key events)
- Email summary of Photovoice project
- Ask for consent using consent forms (See facilitator package)
- Set up workshop date with participants (ex. Using a Doodle poll)
- Confirmation emails sent out one week before date of Photovoice workshop
- Send another confirmation email one day before as well
- Organize snacks, lunch, and drinks for workshop

Example E-mail

“ Hi (name of participant),

We are looking forward to seeing you soon for the photovoice project, which will be held on (Date) at (time) that will take place at (name of site). We will be together all day and we will provide lunch and snacks.

Here are a few friendly reminders:

1. We will be taking photos both inside and outside so please be sure to dress appropriately.
2. Please bring a camera (cellphone cameras are fine) and a cable for connecting to the computer. Please let us know if you do not have access to a camera.
3. Please send us your phone number and emergency contact information.
4. Please let us know if you have any allergies or any other concerns about participating in the workshop.
5. You will receive a \$25 gift certificate after the workshop.
6. If you have not signed a consent form, please sign the attached form and bring it with you to the workshop.

Please confirm your presence by (date). Let us know if you have any questions. We look forward to meeting you. All the best, (name of facilitator(s) and their contact information).

Materials

- Photovoice guides, templates, evaluation form and consent forms
- Cameras (?)
- Recorders (2-3) in case one recorder does not work during the group discussion
- Also, have extra batteries with you and change the batteries if necessary and as long as it does not interfere with the group discussion
- Computers-screen to show photos during group discussion (room for discussion that is private, that is closed)
- Pens, pencils, pads for the blurbs
- Send photocopies of blurbs by mail to central office qualitative research team

- Fidget items (coloring pages, play-dough, stress balls)

Day of the photovoice project

- Sign in sheet and hand out pre-evaluation forms
- Explanation of consent forms (participant consent form and image-release form)
- Welcome and introduction to the project. Use prompt or guide (powerpoint that you will receive by email).
- Photography techniques
- Provide lunch and snacks for participants
- Participants take photos
- Participants come back at the site and write blurbs
- Take part in group discussion (provide a snack)
 - o 3-4 pictures each per participant
 - o Each participant shares their first photo, followed by discussion with the group
 - o Same process for the second and third photos
- Complete post-workshop evaluation forms
- Provide gift card to participants
- Reimburse transportation (if necessary)

What to send to central office

- Photos
- Participant narratives
- Audio recordings of group discussions
- Send everything by mail (usb key with recordings, photos and narrative blurbs on paper) to the following address:
 - ACCESS Open Minds
 - 6625 boul. Lasalle
 - Verdun, Qc
 - H4H 1R3

Contact information in case you need support:

Ammar Adenwala

Email address: ammar.adenwala@mail.mcgill.ca

Or

Yvonne Pelling

Email address: Yvonne.pelling.comtl@ssss.gouv.qc.ca

Or

Alyssa Frampton

Email address: alyssaframpton@outlook.com

Or

Kathleen Charlebois (peut communiquer en français)

Email address : Kathleen.charlebois.chsm@ssss.gouv.qc.ca

Thank you for your participation and your contribution to ACCESS Open Minds !

Feel free to contact us !