**MOCK FOCUSED QUESTIONING ACTIVITY**

*Instructions: This tool is intended for you to use as a guide. Certain elements have been removed to allow for practice time, such as introduction and consent procedures.*

*Allow for 5 to 10 minutes practice time for each question, depending on the number of people in the group. F1 and F2 continue to offer probes and delve deeper. Try to allow for everyone to have the opportunity to be Facilitator, and divide practice time accordingly. Switch roles at the end of each question, having Participants step into Notetaker or Facilitator roles.*

**Divide into the following roles:**

**F1: Facilitator F2: Co-Facilitator N: Notetaker Observers - Two**

**Participants**

Abbreviated Introduction

F1: Good afternoon and thank you for spending some time with us. We really appreciate you showing up and contributing.

My name is [FIRST and LAST NAME] and I’m here with [INTRODUCE CO-FACILITATOR and NOTE TAKER NAMES] to ask you about planning a family event.

F2: As facilitators, it is our job to remain neutral. We cannot answer questions during the listening question. If you have a question, please write it down with the paper and pen provided.

F1: I will ask some questions to guide the conversation, but you do not have to respond to only me. You are encouraged to have a group conversation. Please try not to interrupt when another group member is speaking. Please talk slowly so the notetaker and everyone else can understand you. We also want you to know it is ok to disagree respectfully.

Question #1

Please think about how you plan, select venues, choose food or activities for family events. Think about your last successful family event. [Pause for 10 seconds] What did that look like? [Brief pause] What about that event made it a success, and how did you know it was successful?

Question #2

What was missing from your last event? Was there something attendees expected and didn’t get? What would you have added or changed if you got to repeat the event?

Question #3

Next, I’d like to know, what is the hardest part planning a family event for you?

* *What about cost?*
* *What kinds of venues are available to you?*
* *Are there any issues with transportation?*
* *What about family dynamics?*

Question #4

Thank you for that. Now, we’d like to spin the conversation a bit more positively. In your experience, what works well when you’re planning a family event?

Question #5

This is our last question. Thank you for being so patient and hanging in there. When thinking about family events and they role they play in your life, what do you value most?

* *What is the best part of these events?*
* *What was your favorite?*
* *What does ‘good’ mean to you?*