

Appendix A. Preparation Checklist

Considerations	Reflections
What are the needs, resources, and barriers of participants?	
Does the diversity of the group require you to take any special precautions (e.g., power dynamics, hierarchy, language, etc.)?	
What would be a meaningful purpose about which participants could meet?	
What values in relation to this purpose are relevant to explore? Should the group choose the value freely, will you provide it to them, or will you present a few values from which they can choose?	
Is there something in your own role or the organisational framework you need to consider (e.g., power balances, reputation, value base, access to the target group, etc.)?	
To which resources do you have access (e.g., time, space, funds, knowledge, competencies, etc.)?	
Based on your analysis, would a verbal or a more creative approach work better? Or would a combination work best?	
What would be a suitable meeting place (e.g., neutral territory, good atmosphere, openness, etc.)?	
How do you safeguard the group such that they feel safe participating? How will you ensure confidentiality?	
Would it be helpful to present participants with something about which they can meet—such as a common third/creative input?	
Can you offer something that makes them feel welcomed, appreciated, and cared for (e.g., food, drink, recognition, a story, etc.)?	
How do you invite people so that their curiousness, open-mindedness, and sense of togetherness are ignited?	

How do you introduce the method in a meaningful way and introduce your own role as a facilitator?	
What tools, exercises, and creative activities from the VISION Handbook can you use?	
How do you end the process in a positive way and how will you debrief participants and yourself?	
If used for advocacy purposes, how do you assist the group in bringing their voices forward (e.g., power mapping using the power cube, dual leadership, other ways, etc.)?	
What other things do you need to consider?	