**[Name of Project/Study] Sensitization Checklist**

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| **Check when complete** | **Person** | **Materials needed** | **Notes** |
|  | Provincial Medical Officer (PMO)—courtesy call | Study information sheet (2 pages)Infographics of relevant modelsCommunication plan Letter from [Name of organization] signed by [authorized person] |  |
|  | District Health Officer (DHO) (FOR EACH DISTRICT IN WHICH WE HAVE A SITE) | Study information sheet (2 pages)Infographic(s) of relevant model(s)List of sitesCommunication plan Letter from PMO |  |
|  | Chief(FOR EACH CHIEFDOM IN WHICH WE HAVE A SITE) | Infographic(s) of relevant model(s)Gifts | If at all possible, meet with a representative of the chief beforehand. Ask this representative what sort of gifts the chief likes. We have a budget of [in local currency] per chief and we cannot use it to purchase [list prohibited items] |
|  | Local council and health council representatives(FOR ALL SITES) | Study information sheet (2 pages)Infographic(s) of relevant model(s) |  |
|  | Facility in-charge(FOR ALL SITES) | Study information sheet (2 pages)Infographic of relevant modelFlowchart of relevant modelCommunication plan Letter from DHO |  |

Topics to cover during sensitization:

* The names and roles of all [Study/Project name] team members present
* Study overview (use the 2-page study information sheet as a guide; leave this with stakeholder per checklist above)
	+ Ensure that the conversation focuses on the specific model being implemented in a specific district/site
* How we will communicate with the stakeholder and on what frequency (use the communication plan as a guide; leave this with stakeholder per checklist above)
* Answer any questions that the stakeholder has about the study, the information provided, the implementing organization, the research team, and/or the funders
* Our request for the stakeholders—for PMOs, DHOs, chiefs, and other local authorities, we kindly request to work in their jurisdiction. For in-charges, we kindly request to work with them and their staff to implement the study models
	+ Very important!: When speaking to in-charges, we will need to request that our team be allowed to train the clinic staff the following week, likely in the afternoon
	+ What spaces are available to be used for enrollment and meetings related to the study
	+ What is staffing like at the clinic
* Contact information for the stakeholder—name, position/title, phone number, and email address (if possible). Leave the stakeholder with a way to contact us (likely via the Assistant Study Coordinator or perhaps the Provincial Coordinator)
* If at all possible, we would also like to collect information about local media—name of the media organization/journalist, format (radio, print, etc.), and a way of contacting it/them
* Be sure to sign the guestbook!