Veteran Stakeholders Forum Checklist

First Steps
- Form a planning committee to set the parameters for the group and assign tasks.
- Assign a champion who will be able to provide committed time to guide creation of the group and provide ongoing support and sustainability.
- Develop a Mission. What do you want to achieve? How will Veteran input be utilized?
- Develop your objectives for the Group.
- Gain buy in from your own Center, local leadership, clinician stakeholders, Veterans.

Creating the Forum
- Develop a plan for Veteran recruitment.
- Determine the meeting format (e.g. check in, introductions, description of the topic area and project, questions, open discussion, summary).
- Locate a physical or virtual space that will be accessible to Center staff and stakeholders.
- Determine a session schedule that will meet your Center’s and the Stakeholders’ needs.
- Consider Veteran reimbursement options to compensate for time and travel.
- Create an application for prospective forum members, to collect contact information.
- Develop a schedule for Research Investigator/Center staff attendance.

Prior to Sessions
- Encourage an environment of mutual collaboration among all group participants.
- Check on meeting space accessibility; assist participants with access as needed.
- Assist guest presenters with presentation of any materials they will bring to the meeting (handouts, slides, visuals, etc.).

Sustaining the Forum
- Keep Members informed and engaged (contact between sessions, other updates, etc.)
- Show appreciation for the contributions of your members.
- Keep your Center engaged and informed.
- Schedule regular recruitment efforts to keep VA stakeholders involved.