



REPORTER

BEFORE DINNER

<input type="checkbox"/>	Download & review 'Reporter's Form'	NOTES: <ul style="list-style-type: none"> You can record your notes directly on the 'Reporter's Form' or on a tablet of your choice. If you prefer the latter, use the 'Reporter's Form' to reference the kinds of exchanges and observations to capture. Feel free to add the following, as you wish: audio recording, photography, mind map, etc. Just make sure that 1) it enhances your reporting and 2) it won't distract you or other guests during dinner.
<input type="checkbox"/>	Track registered attendees to get a feel for the group ahead of time	
<input type="checkbox"/>	Use tools of your choice (see Notes)	
<input type="checkbox"/>	Introduce yourself to the evening's photographer and/or videographer at least one week before the dinner.	
<input type="checkbox"/>		

DURING DINNER

<input type="checkbox"/>	Arrive early enough to get a glimpse of preparation.	NOTES: <ul style="list-style-type: none"> INTERVIEW CANDIDATES: <ul style="list-style-type: none"> Person who had something especially interesting/provocative to say during preceding discussion. Anyone who appears unsettled. Anyone who was silent. QUESTIONS: <ul style="list-style-type: none"> First impression of question/people/event (preceding course) Last impression of question/people/event (preceding course) What you're thinking about now
<input type="checkbox"/>	Introduce yourself to each guest as s/he arrives, note anything of interest	
<input type="checkbox"/>	Choose a few interviews to conduct between courses (typically not enough time for more than one).	
<input type="checkbox"/>	Save interviews with Discussion Moderator, Host, Head Foodie for the end of the evening.	
<input type="checkbox"/>		
<input type="checkbox"/>		

AFTER DINNER

<input type="checkbox"/>	Upload notes to website	NOTES:
<input type="checkbox"/>	Complete online GDP questionnaire	
<input type="checkbox"/>		