

TEMPLATE 1: INVITATION TO PARTICIPATE IN AN INTERVIEW OR FOCUS GROUP

You will need to invite a range of people to participate in the process. We've prepared a draft letter of invitation so that you can quickly inform and invite the people whose opinion you're keen to hear. The template content may be used for a poster/flyers/notices to place at the club/facility/event etc or on newsletters/websites/community notice boards.

CASE STUDY OF [CLUB/FACILITY/ETC..] | [DATE]

We are preparing a case study about the value of sport and recreation created by our [club/facility/etc..]. This study will help to describe the value of our [club/facility/etc..] to the community. It will also help us to keep developing as a successful [club/facility/etc..].

We want to know what makes this [club/facility/etc..] special

- What are the benefits of [club/facility/etc..] to you and your community?
- Are there any downsides to the [club/facility/etc..]?

What it involves

Preparing a case study involves a range of different processes.

We will be running a series of individual interviews and focus groups with a range of people from the club/facility/etc.. as well as others in the local community.

Historical records and reports will be reviewed.

Memorabilia will be identified and photographed.

A series of photos will be taken that reflect the [club/facility/etc..] and its special features and that illustrate the value it creates.

When will this happen

We plan to have the Interviews and focus groups with [club/facility/etc..] people and others in the local community during [add dates].

The case study, including stories about [club/facility/etc..] people will be written by [add dates].

Your involvement

We would like to invite you to take part in this process, to share your knowledge of [club/facility/etc..] and about what it means to you personally, your family and your community.

Your involvement with the process is voluntary. Any information that you share with us will be kept private and confidential, unless you agree otherwise.

Contact us

If you want to participate, or have any queries about the project, please contact us:

[Add contact details]

Thank you

[Signed]