

I&E Advisory Committee Review Form



Thank you for being part of the Advisory Committee to review an informational and educational (I&E) material that our agency is considering distributing. We are asking you to review this material because we want to know whether you think it is a good one to share with our clients, and what you think would make it better. There are no right or wrong answers. At the end of the form you will see a set of questions about you. We ask these questions because we want to make sure that we get opinions from a group of people who represent the community we serve.

Agency name: _____

Review date: _____

Material title (if there is no title, describe the material): _____

Language of the material under review: _____

Your Thoughts about This Material

Please review the material and then answer the following questions.

1. What is the main message of this material?

2. Please answer the questions below about this material's written content.

	Yes	No
Is the material easy to understand?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any specific words or medical terms that might be hard for some people to understand?	<input type="checkbox"/>	<input type="checkbox"/>
Is the material written in a friendly and respectful tone?	<input type="checkbox"/>	<input type="checkbox"/>
Are there any words or language in this material that seem disrespectful, hurtful, or wrong in some way?	<input type="checkbox"/>	<input type="checkbox"/>
Do you trust the information in this material?	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

3. Please answer the questions below about this material's visual content.

	Yes	No	N/A
Do you like the way the material looks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are any of the images or pictures in this material confusing or hard to understand?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do any of the images or pictures in this material make you uncomfortable (or do you think they might make others uncomfortable)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do the images or pictures of people in this material look like the people in your community?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

4. Please answer the questions below about this material's usefulness.

	Yes	No
Does the material provide information that would be helpful to you or to others in the intended audience?	<input type="checkbox"/>	<input type="checkbox"/>
Does the material clearly communicate what the reader should do with the information provided in this material?	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

5. What other comments would you like to share about this material (for example, what did you like or dislike about it?)

6. Keeping in mind your answers to the questions above, do you recommend that we share this material with our clients?

Yes No *Please explain:*

A Few Questions About You

By answering these questions about yourself, you will help us ensure that the reviewers of this material broadly represent the demographics of the material's intended audience.

What is your age? _____

What is your gender? _____

What is the highest degree or level of school you have completed?

- Less than high school graduate
- High school graduate (including GED or equivalent)
- Some college, no degree
- Associate's degree
- Bachelor's degree
- Masters, doctoral, or professional degree
- Other (please specify):

What is your race? (Mark all that apply)

- American Indian or Alaska Native
 - Asian
 - Black or African American
 - Native Hawaiian or Pacific Islander
 - White
 - Other (please specify):
- Are you Hispanic or Latino? Yes No

Name of reviewer: _____

Reviewer's signature: _____ **Date:** _____