

A. Coordinator & Facilitator Checklist

Activity	Coordinator	Facilitator
Arrange times for focus groups	X	
Arrange for meeting room (<i>see Appendix B</i>)	X	
Identify notetaker for focus groups and video/audio operators, if applicable	X	
Identify participants for focus groups	X	
Contact participants (<i>e-mail or telephone</i>)	X	
Provide refreshments	X	
Arrange for audio/visual equipment	X	
Make reminder phone call to participants	X	
Provide incentives for participation (<i>stipend, gift card, etc.</i>)	X	
Provide laptop for notetaker	X	
Provide name tents for participants (<i>with several markers</i>)	X	
Provide pens for participants	X	
Provide note pads for students	X	
Provide consent forms to participants.	X	
Prepare and Disseminate Profile Sheet and Response Sheets	X	
Prepare Facilitator's Discussion Guide		X
Prepare Notetaker's Template		X
Provide flash drive with audio files of focus group discussions for facilitator and notetaker use	X	