Focus Group Checklist

- Lead/Facilitator
- Recorder/Note Taker
- Greeter (Optional)
- Questions
- Agenda
- Script
- Participants
- Printouts, videos, and other content
- Consent forms
- Pens
- Name tags / table tents
- PC laptops to present  *(Macs must have video and HDMI dongle attachment)*
- Recommended: coffee, donuts / bagels, water, napkins, plates
- Tape and Paper for signage