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