**CARS FOCUS GROUP – CHECK-OFF LIST**

**BRING**

* Tape recorder
* Extension cord
* CARS pens
* Notepads
* Envelopes for flip chart notes
* CARS brochures
* Accordion for paperwork
* Name tents
* Gift cards
* Flip chart pens

**PRINT**

* Moderator guides
* Sign-in sheets (with column for gift card initials)
* Observation results
* Elicitation interview results
* Intervention plans
* Media feedback template
* Illustrations/drawings – new and 1st round

**SITE COORDINATORS**

* Buy flip chart and pads
* Print consent forms with supervisor signatures
* Arrange for meals (fill out P.O. at site)
* Find babysitter

**COLLECT – AT END OF EACH GROUP**

* Consent forms
* Sign-in sheets
* Screeners
* Screener tables
* Flip chart notes