

Logistics Coordinator Checklist

Your role is to ensure that your group has a place to meet and that this space is ready for each session. Your tasks include:

- Reserve space for your larger group meetings and small-group discussions well in advance of your study start date. Things to consider about your meeting space:
 - The meeting space for the entire group should have adequate audiovisual equipment for everyone to see and hear the video presentations. Consider using a projector and strategically located speakers if needed.
 - The meeting space for the small-group discussions ideally should have round tables for every small group of eight to twelve participants. Consider both privacy and acoustics when reserving this space. Plan for more people than you expect.
 - Reserve space for child care (if applicable).
 - If you plan on streaming the video presentations through AscensionPress.com, you will need a strong Internet connection.
- Secure technical support. If necessary, recruit someone who is tech-savvy to attend each session to help with setup and to troubleshoot any “hiccups.”
- Contact the parish staff to coordinate setup and breakdown. This will ensure you always leave facilities as you found them and will be welcomed back.
- Consider how you will access the building and the individual rooms. Do you need keys? Is there an alarm system?
- Get permission to use the necessary audiovisual equipment, and obtain Wi-Fi passwords. Do a “dry run” before the study start date, including locating the lights and testing the audiovisual equipment.
- Have a backup plan in case of technical difficulties.
- On the day of the study:
 - Make facility-related announcements: Give directions if necessary, point out restrooms, mention any facility policies about parking, food and drink, and smoking.
 - Start the video, and troubleshoot any technical challenges during the session.
 - Ensure that the facilities are left as you found them (i.e., return the keys).