Recorder's Checklist
Purpose: This checklist should help the Recorder prioritize his/her role.

PRIORTIY 1	NOTES:
1. Acknowledge acceptance as recorder	
2. Review data materials and become familiar with the project	
3. Coordinate with the facilitator	
PRIORITY 2	**Notes:**
1. Coordinate with coordinator on purpose and expected product of the workshop	
2. Work with facilitator to determine mutual communications "signals" to ensure workshop will run smoothly	
3. Work with coordinator and facilitator to help in developing the tools for the job step	
PRIORITY 3	**Notes:**
1. Attend recorder training	
2. Work with facilitator in finalizing tools for the job steps	
PRIORITY 4	**Notes:**
1. Recheck templates, samples, and data before workshop begins	
2. Check attendance and determine the workshop approach	
Day Prior to Workshop	**Notes:**
1. Work with facilitator, check the computers for proper operation	
2. Coordinate with the coordinator and facilitator	
3. Ensure room is setup correctly. Supplies and handouts are available	
4. Ensure computers and projectors operate correctly	
Day of Workshop	**Notes:**
1. Ensure everything is in order	
Work Shop	**Notes:**
1. Record participants job step and KSAs agreed upon by the participants	