# Facilitator Materials List

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| **No** | **Item** | **Responsible Party** |
|  | Send confirmation emails & reminder emails |  |
|  | Schedule community meeting with assigned facilitators and supporting note taker |  |
|  | Participant list by site |  |
|  | Promotions |  |
|  | Local Site Address and Contact (including cell number) |  |
|  | Printed Materials   * Engagement Packet - Fact sheets * County Profile * Executive Summary * Meeting Flyer * Sign Sheet (1) * Feedback Form (20) * Word Cards (1 set) |  |
|  | Snacks/Water/Coffee |  |
|  | Post-its (6”x 9”) |  |
|  | Markers |  |
|  | Flip charts/Easels (2 each) |  |
|  | Sticky Dots – Terminology Exercise |  |
|  | Nametags (sticky) |  |
|  | Masks/Hand Sanitizer |  |
|  | Sticky Clay |  |