Experimenter Checklist

**Preparation**

**Send out email reminder to participants the day before the session.**

Material:

* Magazines
* HSP Sign in Sheet
* 7 Salivettes + 1 Demo
* Spray bottle filled with water for HR belt
* Stopwatch
* One HR belt
* Defrosted (room temperature) T-shirt
* Trash can in HR baseline room
* A box of tissues in HR baseline room

Experimenter clipboard:

* Experimenter Protocol
* Session Record Sheet (section for comments)

Prepared for the subject:

* Pen attached to clipboard
* Consent form
* Questionnaire packages ready on clipboards (all sheets labeled with participant ID)
* A sign on the Entrance doors with the lab phone number if after 5pm

**Follow-up**

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| Check that salivettes and forms have the correct participant ID and date |  |
| Combine the 7 salivettes and put them in the freezer. |  |
| Download the data from the heart rate watch onto the computer. Instructions are on the lab computer. |  |
| Disinfect the HR belt |  |
| Put documents into appropriate folders.  Make sure that any documents with the participant’s name (consent forms) are stored separately from other documents, for privacy purposes. |  |
| Make sure both cameras and HR watches are locked in the cabinet. Let the HR belts air dry outside the cabinet.  Check that there are enough copies of all papers you need for the next session |  |
| Turn off computers  Make sure all room are locked. |  |
| THANKS! |  |