9. Setting Up and Cleaning Up at CMOM

When you arrive at CMOM, you’ll need to check in with the security guard, touch base with the other researchers, and set up so that you are ready to recruit participants. Make sure that everything is ready to go so that once you start recruiting, things will run smoothly and efficiently. If you are at CMOM for the closing shift, you’ll need to clean everything up so that everything is as it was when we first got there.

The steps:

1. **Enter CMOM at the door under the blue awning** (next to the museum’s main entrance).
   a. Tell the security guard that you are with NYU. Your assigned room will be on the schedule sent out prior to your shift—always double check this. We are typically in the Playworks Classroom on the 3rd floor, but occasionally assigned to the Learning Lab on the 2nd floor. Some staff will ask you to wear a CMOM visitor’s sticker.
   
2. Once all of the researchers have arrived, go to our storage space to get all of the materials that will be used that day (cameras and tripods, data folders, and anything else needed to run studies).
   
3. In the testing room, decide which space will be used by which researcher. Where necessary, set up video cameras.
   a. **Put a memory card into each camera** and **MAKE SURE THAT THE CAMERA IS SET TO RECORD TO THE MEMORY CARD.**
   b. On the first day of data collection for the weekend, make sure you **INITIALIZE the memory cards** to clear up space.
   c. **Put the cameras on the tripods,** making sure they are set up at a good angle to get a shot of the stimuli and the child.

2. Put up the signs on the museum floor. There should be 3 signs set in the following locations:
   a. On the door to the testing room.
   b. On the wall next to the elevator.
   c. On the orange wall near the “Playworks Lab” (if on the 3rd floor).

3. Set up all of the forms (consent, coding sheets, subject IDs, PANDA pamphlets, newsletter etc.) in the testing room so that they are easy for parents to see.

4. Set up your study materials so that they are ready to go when you bring in your first participant.

5. **IF YOU ARE ON THE CLOSING SHIFT:** At the end of the day, take down the signs and put away all of your materials. Bring everything back to our storage space.

6. **IF IT IS SUNDAY** (or the last shift of the week), one person **is responsible for bringing the folder with all of the filled data forms and the memory cards back to the lab.**
   a. Be sure to check all cameras for SD cards and if there are videos recorded to the internal memory of the camera, that camera will need to come back to the lab as well.