## Daily Briefing Checklist (for Information Officer or designee)

Date/time:

Name of Lead Public Information Officer:

Name of Joint Information Center Manager:

Date/Time of press conference:

Inquiries:

Name of field escorts:

Media analysis:

Speaker prep:

Editorial board prep:

Community outreach:

Inquiries:

Public meetings:

Community feedback:

Volunteer inquiries/organizations:

Protocol:

Tour support:

Escorting:

News releases:

Fact sheets:

Photo/video:

Audio/visual support: