

Joint Information Center IO Daily Brief Checklist

Date (DDMMYYYY):	Time (Local): :
Information Officer:	Protocol:
	Distinguished Visitor Support:
Assistant IO/JIC Manager:	Protocol:
	Escorting:
External Affairs:	
	Internal Affairs:
News Press Conference:	
	Production:
Inquires:	
	Data Gathering:
Scheduler:	
	Dissemination:
Field Operations:	Information Boards:
Field Escorts:	Written News Releases:
	Fact Sheets:
Support:	Clippings:
Media Analysis:	Case Books:
Speaker Prep:	
Editorial Board Prep:	
Community Outreach:	Support:
Inquires:	Supply:
Town Meetings:	Photo/Video for Media:
Community Analysis:	Audio/Visual Support:
Volunteer Organizations:	