

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:	
News Press Conference:	Internal Affairs:
Inquires:	Production:
Scheduler:	Data Gathering:
	Dissemination:
Field Operations:	Information Boards:
Field Escorts:	Written News Releases:
Support:	Fact Sheets:
Media Analysis:	Clippings:
Speaker Prep:	Case Books:
Editorial Board Prep:	
Community Outreach:	
	Support:
Inquires:	
	Supply:
Town Meetings:	Photo/Video for Media:
Community Analysis:	Audio/Visual Support:
Volunteer Organizations:	