

Joint Information Center News Conference/Town Meeting Worksheet	
Event:	
Date:	
Time:	
Location:	
Moderator:	
Speakers:	
Length of Conference or Meeting:	
Exhibits:	
1.	
Presenter:	Handout:
2.	
Presenter:	Handout:
3.	
Presenter:	Handout:
4.	
Presenter:	Handout:
5.	
Presenter:	Handout:
Refreshments:	
Special Needs Arrangements:	
Notes:	