Information Daily Check List:

	What?	***Who?***	
check SIT Report			
check CNN			
0530 AM Briefing			
Brief PIOs	Issues *dejour*		
Daily Assignments			
	Update AM news release & issue; email / fax		
	staff ICP &/or JIC, Info Stations, etc.		
	INCIweb / local Dispatch e.g Sierra Front web site		
	Internal/Agency Frontline staff updates		
	produce Trap Line items & run Trap Lines		
	Media / VIP escorts – PPE		
	Info Bulletin Boards updated; distribute papers		
	Write PM news release		
	order maps, posters, etc. for tomorrow		
	morning briefing		
Other stuff			
	Thank You & Certificates		
contact Agency per In-Brief			
1000 C&GS Mtg			
1700 Planning Mtg			
Gather 209 information			
CTRs			
Unit Logs (214s)			
Community Mtgs.			