PAVILION
DINFOS ONLINE LEARNING

Checklist Recommendation

Checklists are resources that help to quickly perform detail-oriented tasks. Content is listed concisely to be referenced quickly and used as a guide for preparation, completing a task or quality assurance. View examples on PAVILION for a [numbered checklist](#) (items should be completed in sequential order) or an [unordered checklist](#).

Fill out this form and email to pavilion@dinfos.edu. If you have any additional source materials (e.g., Word doc, jpg) that should be used or referenced, include them as an attachment to the email. Thank you for sharing your idea or resource!

To maintain the highest levels of integrity, resources are vetted and undergo an extensive review process. If approved, the information will be transformed and adapted to best suit the fleet and field. We will reach out to you with any questions.

Tell Us About Yourself

Today's date:

Full name:

Email address:

What is your role and service?

Have you previously assisted with PAVILION?

Describe Your Recommendation

Provide a description of the checklist and how it would benefit DoD PA/VI:

Tell Us About the Source Material(s)

Do you have any supporting materials to provide along with your recommendation (e.g., videos, photographs, training guides)?

If so, please list the link(s) below and/or provide the source(s) as an email attachment.

Who is the source or owner of the resources and/or information (e.g., you, your unit's PAO, DINFOS, George Mason University, Military Times, Hootsuite)?

If the materials are owned by a third party, do we have permission to use them?

Is this information cleared for public consumption?

Draft Your Checklist (Optional)

What title do you recommend?

Provide a short summary for the checklist:

Do you have any design assets you recommend using (e.g., graphics, photos)?

If so, please list the link(s) below and/or provide the design asset(s) as an email attachment.

Should the checklist display as a numbered list (items should be completed in sequential order)?

Use this area to draft the content of the checklist:

Any additional notes you would like to relay:

Related Subject Areas

Select all the areas of interest the resource applies to:

Public Affairs   Visual Information   Broadcasting

Select all the subjects the resource relates to:

Combat Camera	Multimedia
Commander's Intent	Photography
Communication Foundations	Photojournalism
Communication Planning	Radio
Community Relations	Records Management
Crisis Communication	Research, Planning and Analysis
Equipment Maintenance	Response Kits
Ethics	Social Media
Global Operations	Steady-State Operations
Graphic Design	Strategic Planning
Interviews	Strategic Thinking
Joint Operations	Television
Journalism	Video Production
Leadership	Visual Documentation
Media Relations	Writing

Select all the services the resource applies to:

All	Air Force	Joint
Interagency	Army	Marines
International	Coast Guard	Navy