## Reviewer Checklist and Comments Worksheet

**Purpose**: The Reviewer Checklist and Comments Worksheet is a template to assist in partner reviews of existing and proposed communication materials and messages. This tool can provide planners important feedback necessary to ensure communication products are effectively reaching the whole community.

**Instructions**: Use the worksheet tomake a customized list of the tasks that partners may be asked to review. Develop a timeline and targeted completion date for each task. Engage partners to review communication materials and provide feedback about whether the information is accessible, understandable, and actionable by the whole community. To keep the review process manageable, some jurisdictions may want to consider staggering the review of print materials, key messages, and website information.

Accessible version: <https://www.cdc.gov/cpr/readiness/afntoolkit.htm>

**Task 1: Review preparedness and risk communication materials and messages**

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| --- | --- | --- | --- | --- | --- |
| **Communication product** | **Product type** | **Key messages** | **Public health websites** | **Reviewer comments** | **Review date** |
| Example  Tips for Managing Asthma during an evacuation | Example  Brochure |  | Example  County Health Department | Example  Include how to manage asthma if additional medications cannot be purchased or if pharmacies are disrupted due to the disaster. |  |
| Example  Tips for staying safe in the flu season | Example  Brochure |  | Example  State Health Department | Example  “Flu” is not a term that can be translated in (X) language.    Graphics used in flu brochure are not culturally appropriate for these ethnic groups (specify).  Children were not depicted in the graphics. |  |

**Task 2: Review alerts, notifications, and warnings for accessibility (example)**

**Task 3: Review mass shelter communications (example)**

**Task 4: Review point of dispensing (POD) access and functional needs plans (example)**