



Journalist Database Checklist

Basic Information

- ❖ ID
- ❖ First Name
- ❖ Last Name
- ❖ Gender (optional)
- ❖ Date of Birth (optional)

Contact Information

- ❖ Email
- ❖ Phone
- ❖ Social Media
- ❖ Professional Details
- ❖ Affiliation
- ❖ Title
- ❖ Expertise
- ❖ Previous Employers

Work Portfolio

- ❖ Recent Articles (links)
- ❖ Notable Work
- ❖ Publications

Additional Information

- ❖ Languages
- ❖ Education
- ❖ Awards

Notes and Remarks

- ❖ Notes
- ❖ Preferences
- ❖ Last Contact

This checklist ensures all key journalist information is covered efficiently. Adjust as needed.