Voice Announcement Checklist

Below is a template voice announcement checklist. Yours will be tailored to your specific project, but it can be helpful to print and laminate this list (perhaps as a small card that can be attached to a backpack). This helps standardize voice announcements and makes sure that tired fieldworkers don’t forget critical elements.

Voice Announcement Checklist

* Name of person doing deployment
* Project
* Time (including time zone)
* Date
* Location name
* Latitude/longitude or UTM coordinates (if needed)
* Site number
* Equipment ID and model
* SD card number
* Site description
* Notes or comments