CONTENT PUBLICATION CHECK

Build the baseline

Write facts and sources before filling the main table. Do not guess at missing information.

Project or subject

Date or period

STEP 1 List a content item or release check and assign a responsible person.

STEP 2 Use the planned review date to coordinate edits, sources and accessibility checks.

STEP 3 Record the published URL and confirmation only after checking the actual page.

STEP 4 Which fact or document still needs checking?

CONTENT PUBLICATION CHECK

Keep a dated record

Record what actually occurred. Reprint this page whenever you need more rows.

Reference period

Review date

PLANNED REVIEW DATE	CONTENT ITEM OR RELEASE CHECK	PERSON RESPONSIBLE	PUBLICATION PROGRESS	SOURCE CHECKS, NEXT ACTION OR PUBLISHED URL

Outstanding question or record to confirm

CONTENT PUBLICATION CHECK

Make the next step happen

Each useful action has an owner, a date and a result that can be checked.

ACTION 1 List a content item or release check and assign a responsible person.

Concrete next action	Owner / due

ACTION 2 Use the planned review date to coordinate edits, sources and accessibility checks.

Concrete next action	Owner / due

ACTION 3 Record the published URL and confirmation only after checking the actual page.

Concrete next action	Owner / due

IMPORTANT CONTEXT

This desk does not publish posts, schedule platform actions or verify sources automatically. Check permissions for any quoted text or media yourself.

- [ ] Source checked
- [ ] Next action assigned