# Prompt Pack Your Day

Your prompt framework and AI review checklist

Travel Alliance Partnership · NYSTIA AI Academy

## YOUR SIX-PART PROMPT FRAMEWORK

### Set the scene

Tell AI its role and the organization it supports.

### Who

Identify the audience and what they need.

### Instructions

Specify tone, voice, length, format, and how to handle gaps.

### What

Define the task, goal, and desired output.

### Details

Supply relevant context, facts, and constraints.

### Resources

Provide approved sources, links, documents, and writing examples.

Refine with specific feedback. Save effective prompts where your team can find them.

## BEFORE YOU USE THE OUTPUT

### Check accuracy

- Confirm names, dates, locations, links, and factual claims against reliable sources.
- Verify changing details: hours, prices, reservations, seasonal availability, and conditions.
- Look for invented details or assumptions stated as facts. Check the supporting source yourself.

### Protect sensitive information

- Before uploading, check for personal data, confidential client materials, internal budgets, and unpublished plans.
- Remove or anonymize information the task does not need.
- Use tools and sharing settings approved by your organization.
- Check access to shared projects, files, and outputs. Remove anything that should not be public.

### Review the content

- Does it meet the assignment and help the intended audience?
- Does it sound like your destination, with specific details and a consistent voice?
- Are geography, timing, and pacing realistic?
- Remove unsupported promises about accessibility, safety, or suitability.
- Add human editing, local knowledge, and any required approvals.

### Is it accurate? Does it fit? Is it appropriate to share?

If something is unresolved, flag it and follow up before publishing.