

Story Focus and Deadline Sheet

Issue date _____

Reporter _____

Story _____

Section Editors _____

Artist _____

Photographer _____

The STORY

Nutgraf: [35 words that state focus/angle]

Deadlines

Story: Typed and saved on disk/computer

☐ A deadline

☐ B deadline

Deadline met?

Ed. initial _____

☐ Revision deadline

Deadline met?

Ed. initial _____

Considerations

Objectives and Content

What is the story intended to do & what do we want the reader to do as a result of reading, considering the ideas presented in your story?

☐ inform, educate

☐ persuade

☐ use as a future reference

☐ pursue further information

☐ change an opinion

☐ take action

☐ other (specify) _____

Audiences

Who will be interested in this story?

☐ all students

☐ freshmen ☐ sophomores

☐ juniors ☐ seniors

☐ athletes, sports fans

☐ club, activity members

☐ faculty, coaches

☐ support staff

☐ parents, boosters

☐ community members, business owners

☐ those with common factors, interests (hobbies, jobs, income, age, etc. specify) _____

Package contents

☐ Photograph

☐ Artwork

☐ Logo

☐ Pullout quote

☐ Sidebar story

☐ Display head

☐ Other graphic element. Please specify. _____

The Interview

Potential Sources: Get at least one expert; look for balance of ideas.

1. _____

Why? _____

2. _____

Why? _____

3. _____

Why? _____

4. _____

Why? _____

Questions the Readers will Ask—that you need to answer

1. _____

2. _____

3. _____

4. _____

Possible Angles: *What can you do to make this story unique and interesting?*

Events to observe

List any events, games, meetings you can attend that will give you info your story.

1. _____

2. _____

3. _____