

Deed of Ownership



Section One

To be completed by reporter and editor together; if electronic, then editor must obtain confirmation from reporter after phone or email conversation.

Reporting of this story OWNED by: (Name, phone, email) _____

Editing and help for reporter OWNED by: (Name, phone, email) _____

Topic/Event Idea

If an event, what are possible story angles? (Avoid "this event happened" stories)

First update (verbal or email) due to editor: (date)

Other updates to be scheduled during reporting process (see second section)

DEADLINE FOR FINAL DRAFT TO EDITOR: (date)

MANDATORY SOURCES

(interviews, events, online resources, etc. Check off as completed)

- 1. _____
- 2. _____
- 3. _____
- 4. _____

PHOTO/ART IDEAS

- 1. _____
- 2. _____

Person responsible for photo and/or illustrations:

OTHER POSSIBLE SOURCES

- 1. _____
- 2. _____
- 3. _____

SIDEBAR/TEXT BOXES/ALTERNATIVE STORY FORM POSSIBILITIES:

- 1. _____
- 2. _____

Section Two

Reporter's Worksheet
(completed by reporter during work)

UPDATES >>>

Gave editor status reports on:

GOOD STUFF I'VE FOUND OUT:

I NEED HELP WITH:

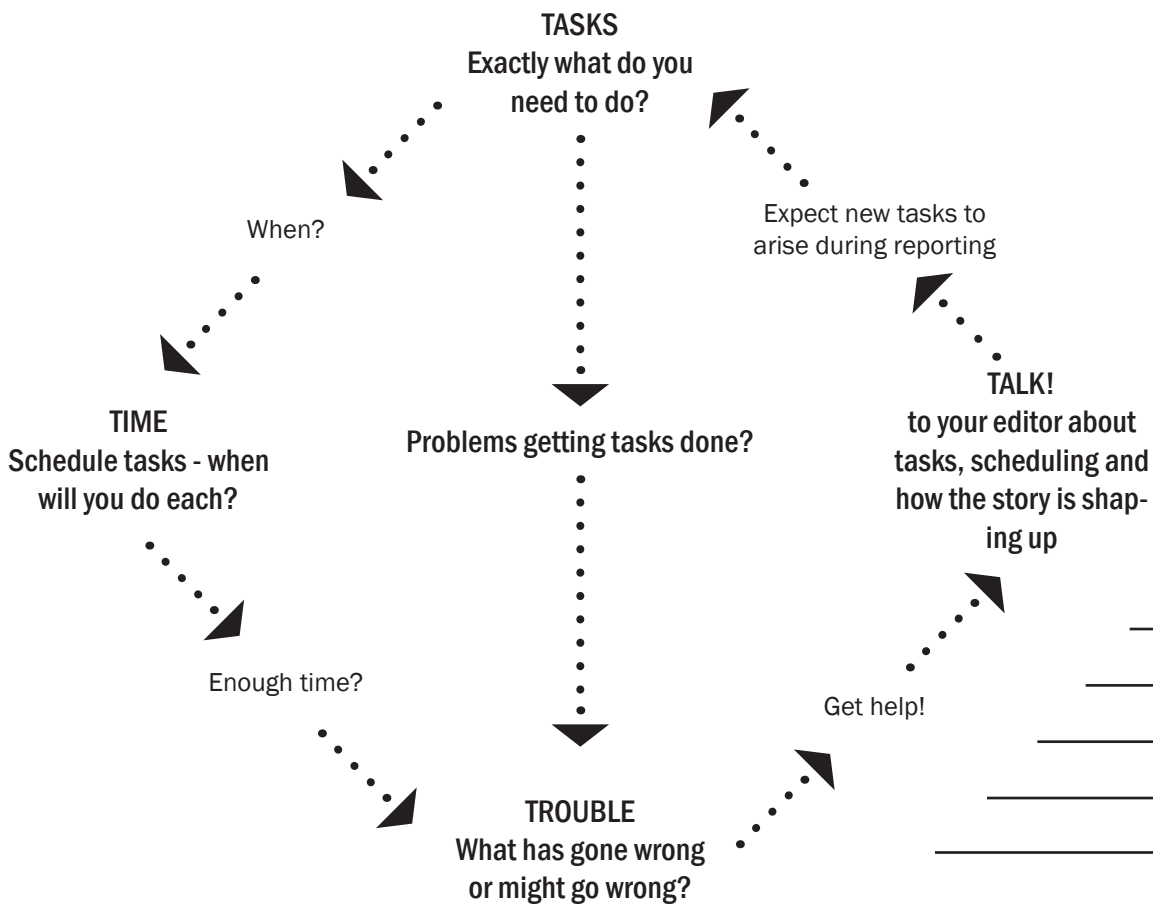
- 1. _____
- 2. _____
- 3. _____

TO DO LIST:

- 1. _____
- 2. _____
- 3. _____

Section Three

Ready to write



Additional notes:

Section Four

Final draft complete

Submitted final draft (time & date)

Suggested headline

I will remain available by phone and email for revisions

Section Five

After publication online or in print

I have shared my story via: Facebook Twitter StumbleUpon Tumblr