



News Package Preparation Checklist

- 1. Have you chosen a good story idea?**
- 2. Decided on at least 3 good sources for interviews?**
- 3. Prepared a short list of questions to ask each person?**
- 4. Decided what you'll say in your standup?**
- 5. Decided what cover shots you'll need?**
- 6. Thought about possibilities for natural sound?**
- 7. Researched the topic, to help you write your bridges?**
- 8. Remembered to use the tripod and shoot your interviews over-the-shoulder?**
- 9. Remembered to have teammates take notes during interviews for more possible cover shots?**
- 10. Remembered to get the correct spelling of each interviewee's name?**
- 11. Remembered to get both sides of your story, and attempted to be as fair and unbiased as possible?**
- 12. Included at least three voice bridges when editing your story?**
- 13. Included a closing tag, identifying you as the reporter?**
- 14. Kept the length to around 90 seconds or less?**
- 15. Definitely remembered to get enough cover shots?**