

Process in to content checklist

Consider the sections below when you are developing or reporting on a story.

Story	
Journalist	
Date	

Who - who are the key players in the story and do I have (or need to get) a picture or a link to bio information. More than 4 pictures? Ask your digital editor about a slideshow.			
name	website	image	filename
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	
What - What's the issue? Do I have a link to a backgrounder or other articles that fill out the context of the story			
Subject	Website		
Where - note locations, with postcodes if you can, mentioned in the story. More than 4 and you may want to consider a map.			
Postcode	Description		
When - make a note of times and dates of key events in your story. More than 5 or 6 of these may mean that your story would suit a timeline online.			
Date	Time	Event	
Multimedia - do you have audio and video (or need some) that supports this story			
Type	Filename	Description	