

Group Members:
Date:

Air Date:
Period:

**Make sure to attach your finalized script to this document. I will collect on air date.*

News Package Organizer

I. Write 2 potential story ideas with a unique angle for each (example: "Opening of schools [angle: how do the incoming middle school students attempt to survive their first day of school?]")

a. Story Idea #1:

Angle (pose it as a question):

b. Story Idea #2:

Angle:

II. Create a list of 3-4 sources that you would like to interview. These sources should help enhance the credibility and impact of your story.

a. Interviewee #1: _____

Interviewee Signature: _____

b. Interviewee #2: _____

Interviewee Signature: _____

c. Interviewee #3: _____

Interviewee Signature: _____

d. Interviewee #4: _____

Interviewee Signature: _____

**You must confirm the involvement of each person. This MUST be done on Day 1 of planning.*

III. Interview Questions:

a. Question 1:

b. Question 2:

c. Question 3:

IV. Generate a list of b-roll footage. Be creative and detailed with the b-roll that you use. This can range from action shots to close-up detail shots. *(All fields must be completed even if you do not use every b-roll shot)*

a. Shot 1: _____

f. Shot 6: _____

b. Shot 2: _____

g. Shot 7: _____

c. Shot 3: _____

h. Shot 8: _____

d. Shot 4: _____

i. Shot 9: _____

e. Shot 5: _____

j. Shot 10: _____

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Time Management Guide (Cheat Sheet):

Day 1:

- Story assignment
- Complete the News Package Organizer with your teams
- Make all necessary connections so that your shoots run smoothly

Day 2:

- Submit the News Package Organizer for review
- Begin primary shooting, including stand-up
- Have a teammate act as the runner, so they may import footage into the assigned computer (this should never be left for last minute).

Day 3:

- Continue shooting and importing.
- Work out any kinks in the script or shooting schedule
- Acquire any last minute b-roll footage

Day 4:

- On this day, editing should be the primary task.
- If you are still acquiring shots, then your team is not being efficient.
- I will be analyzing teams at this phase to ensure they are on schedule. If not, this observation may impinge on your participation grade.

Day 5:

- Final day (and the only day I will stay until 5 o'clock pm)
- Final touches must be made in the editing room
- Submit the news package and final episode to air