

Name: _____

Legend Issue Inventory: October-November 2013

Instructions: Fill out this inventory, using the newspaper and website for reference. If you did other tasks not reflected here, please note that on a separate piece of paper. Note: I can't give you credit for something I can't read, so please write or type carefully. Thanks, Beatrice

Stories you wrote (either newspaper or website):

Story slug	In print?	Online?
Example: TWERKING	Yes	

Photos you took (newspaper or website):

Story slug	Where did these appear in print?	Where are these online – top story, gallery, slideshow?
Example: BAYPATH	Page 1 and page 5	

Other content you produced:

- ☐ Long caption (give story slugs, e.g., CAMERA): _____
- ☐ Graphic illustration or cartoon (give slugs, e.g. PRIVACY): _____
- ☐ Infographic (e.g., a timeline, a map): _____

Multimedia work — posting, tweeting, blogging, podcasting and shooting:

- ☐ Tweets (list by date/subject, e.g., “varsity soccer game, Oct. 20”): _____

- ☐ Posts I prepared for the website: _____
- ☐ Published blogposts (give headline): _____
- ☐ Published podcasts (give name of person or headline): _____
- ☐ Published video (original work filmed or produced by you): _____

Pushing content to your audience – marketing and distribution:

- ☐ I have tweeted my story @legendtweet or publicized it using my personal Facebook page (consistent with Legend journalistic style)
- ☐ I have mailed or delivered the Legend to at least one San Francisco/Bay Area school
- ☐ I have sent the Legend with a thank you note to at least one of my sources, e.g., Great Indian Food, SPLC, someone @ Urban

Saving your work — archiving:

- ☐ I have created a folder on my desktop with Legend pdfs of my work (or I have posted the Legend to my FB page or Wordpress site)

Editors only:

- ☐ I have prepared/made sure that all of the stories in my section from the October print issue are posted online, including tags and chunks
- ☐ I have sent Beatrice my cub review and statement of personal goals going forward

Cubs only:

- ☐ I have sent Beatrice my editor review and statement of personal goals going forward