**News Gathering Checklist**

*Use this checklist to take you through the reporting process.*

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| Your initials | **TASK TO COMPLETE** | Adviser/ editor initials |
|  | My story idea allows for in-depth coverage using research and a variety of sources. Here’s a summary of the story idea: |  |
|  | I have identified at least one database where I can gather information related to my topic.  Name of database: |  |
|  | I have conducted research using a database and Internet search. I have verified the validity of the information. (Attach Using Databases handout.) |  |
|  | I have found relevant statistical data to use in my story. (Show example.) |  |
|  | I have identified at least three relevant, appropriate sources that are associated with my story topic.  1.  2.  3. |  |
|  | Prior to interviewing my sources, I conducted preliminary research on them. |  |
|  | I have conducted interviews with my three main sources. |  |
|  | I have gathered quotes from others in reaction to gathered information. |  |
|  | I have transcribed my notes. |  |
|  | I have thoroughly fact-checked my information. |  |
|  | I have evaluated my work. |  |
|  | I have received a peer evaluation of my work. |  |
|  | My adviser has evaluated my work and signed off. |  |