

BEAT PLANNING WORKSHEET

Date: _____ Beat: _____ Reporter: _____ Class _____

Best SOURCES (adviser, coach or sponsor, student officers, other key students). Write names, title, contact room/phone:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

BACKGROUND of group (past record/purpose of group): _____

SOCIAL MEDIA PRESENCE (Facebook page, Twitter feed or other social media presence):

RECENT PROJECTS/work/events:

FUTURE EVENTS (including time/date/place):

STORY IDEAS: _____

BEAT CHECK FORM

Name of reporter: _____ Date of beat check: _____

Source contacted (first and last name, title, grade, position): _____

Initials of source: _____

Brief summary of information discussed:

5W's & H

Who:

What:

When:

Where:

Why/How:

Additional information needed (questions unanswered, who can answer them):

Date when I need to check back again: _____

This information is best for:

___ A brief

___ A news or feature story

___ No story yet. Alternate story idea: