**Sports Coverage Planning Sheet**

*Use this to prepare and collect data needed to do an advance story and game report.*

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| --- | --- |
| Team and event information  (Which team, what game or games do you plan  to cover?) |  |
| Websites with available information |  |
| Win-loss record as of (date)  (update throughout season) |  |
| Results  (summary of last event) |  |
| Coaching contact  (name, phone number, email, location/time  to contact) |  |
| Second coaching contact  (name, phone number, email, location/time  to contact) |  |
| Prominent players  (name, phone number, social media contact, location/time to contact)  1.  2.  3. |  |
| Other player contacts  (name, phone number, social media contact, location/time to contact) |  |
| Team statistician contact info  (name, phone number, location/time to contact) |  |
| Stats update (any key stats to watch) |  |
| Opposition coach contact information  (name, phone number, email) |  |
| Prominent opposition players  (name, phone number, location/time to contact, Twitter or other social media contact) |  |
| Student journalist from opposition school  (name, phone number, location/time to contact, Twitter or other social media contact) |  |
| Publication needs (photo, audio, video)  (when, where, who is shooting, note if photo assignment is made) |  |
| Use of social media  (hashtags, Twitter handles, Facebook pages, Instagram, etc., where you can post and also find crowd-sourced info on the team/game) |  |
| Additional sources for advance or feature story (parents, fans, other players, coaches or teachers) |  |
| Arranged sources for game report story  (name, when, where) |  |

**Story Angle 1** (Briefly describe the story you plan to write):

Deadline:

Which media? (Newspaper, website, yearbook, other)

**Story Angle 2** (Briefly describe the story you plan to write):

Deadline:

Which media? (Newspaper, website, yearbook, other)