**Beat Planning Checklist**

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

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| initials | **TASKS TO COMPLETE** |

**Before you begin your coverage:**

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|  | Here’s a one-sentence summary of the tentative story angle (this may change during the event): |
|  | I have identified at least one area where I can gather information related to my topic.  List source(s) here: |
|  | I have conducted research using a database and internet search. I have verified the validity of the information. |
|  | I have found relevant statistical data to use in my story. |
|  | 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. |

**During your event (and immediately after)**

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|  | I have taken notes of sights, smells, sounds and other sensory details |
|  | As the event unfold, I have been looking at the people who are driving the action (I will find and interview these people) |
|  | I have found any formal data or statistics that are relevant to the event. |
|  | 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. |

**After the writing process:**

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|  | I have thoroughly fact-checked my information. |
|  | I have done extra research to fill in any gaps and answered potential questions. |
|  | I have self-evaluated my work. |