

**Assignment for:** \_\_\_\_\_ **DEADLINE:** \_\_\_\_\_

<b>This is what I need for:</b> _____ Newspaper _____ Yearbook _____ Other: _____				
<b>Writer:</b>	<input type="checkbox"/> story	<input type="checkbox"/> survey	<input type="checkbox"/> interview	<input type="checkbox"/> info-graph
<b>Photographer:</b>	<input type="checkbox"/> photo	<input type="checkbox"/> video	<input type="checkbox"/> art/image	<input type="checkbox"/> scan
<b>Designer:</b>	<input type="checkbox"/> layout	<input type="checkbox"/> graph	<input type="checkbox"/> side bar	<input type="checkbox"/> info-graph

<b>Writer Specs:</b>	<b>Photographer Specs:</b>	<b>Designer Specs:</b>
<p>Story Angle:</p> <p>What is it (event/idea):</p> <p>Who is involved:</p> <p>Where to go:</p> <p>When (time/days):</p> <p>Why/How ideas:</p> <p>People to interview:</p> <p>Assigning editor (turn in to):</p>	<p>Event:</p> <p>Time/Date(s):</p> <p>Who or what needs covered:</p> <p>Types of photos/video:</p> <p><input type="checkbox"/> Vertical      <input type="checkbox"/> Close-up</p> <p><input type="checkbox"/> Horizontal      <input type="checkbox"/> Mug</p> <p><input type="checkbox"/> Both      <input type="checkbox"/> Group</p> <p>Size of photo(s):</p> <p>Other specs (video-time):</p> <p>For Art image/Scan/etc.</p> <p>•Attach (in envelope) items needing scanned.</p> <p>•If needing artwork, please specify what is needed:</p> <p>Save photos in this folder:</p> <p>Label photos accordingly:</p> <p>Assigning editor:</p>	<p>Layout OR Graph/Side Bar needed:</p> <p>Location of files:</p> <p>All items needed on page/section (include stories, photos, artwork, graphs, ads, etc.):</p> <p>Headlining story:</p> <p>Dominant photo or item:</p> <p>•For graph/side bar, attach additional information, if needed.</p> <p>Assigning editor:</p>

When job is completed, sign and return this form to assigning editor.

<p>Leave Blank for Adviser</p> <p><b>Task:</b> (On Time) (Late)</p> <p><b>Performance:</b></p> <p><b>Staffer:</b> + ✓ -</p> <p><b>Editor:</b> + ✓ -</p>
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**DONE!** This job completed. Signed: \_\_\_\_\_ Date: \_\_\_\_\_