Story idea

_____

_____

What will readers want to know?

1 _____

2 _____

3 _____

4 _____

Sidebar options

☐ Fast facts	☐ Glossary	☐ Table
☐ Bio box	☐ Quiz	☐ Timeline
☐ Preview box	☐ Q & A	☐ Step-by-step
☐ Opinion poll	☐ Quotes	☐ Excerpt
☐ List	☐ Map	☐ Where to go
☐ Checklist	☐ Chart	☐ Where to call
☐ Index	☐ Diagram	☐ Where to write

Staff

_____

Writer

_____

Artist / photographer

_____

Designer

_____

Editor

Deadlines

_____

Story

_____

Sidebars

_____

Art

_____

Run date

Online content

☐ Video	☐ Photos	☐ Archive of
☐ Links	☐ Documents	related
☐ Poll		stories
☐ Comments		

Photos / art

_____

Lead art

_____

Secondary art

Rough layout

Lengths

_____

Main

_____

Sidebars