

News Report/Information Sheet

What is my message?

Who is my audience?

Which type of media will I use?

Do I need photographs or images?

Do I need music?

Headline/Slogan/Title/Name:

Who is my story about?

When did my story happen?

Where did my story happen?

What is my story about?

Why did my story happen?

Who do I need to interview or talk to?