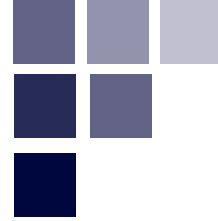


# SPORT BEAT SHEET



Name/Team: \_\_\_\_\_

Content Gathering Timeline: \_\_\_\_\_

Page Creation Deadline: \_\_\_\_\_ Final Draft Deadline: \_\_\_\_\_

Event Name: \_\_\_\_\_

**Step 1: Gather the Details.** Your job is to create content on the sport assigned to you.

Team Name and Level: \_\_\_\_\_ Event Date: \_\_\_\_\_

Opponent and Location: \_\_\_\_\_

Turning points of the game: \_\_\_\_\_

What players assisted or impacted the game: \_\_\_\_\_

MVP of the game (ask the crowd or other teammates, don't assume: \_\_\_\_\_

**Step 2: Select Your Angle.** Your job is to create content on the topic assigned to you. Choose an aspect or angle of the event that will help tell the story with strong reader relevance and interest. Consider the before, during and after. Consider using polls, surveys or infographics to help tell the story.

Describe your plan: \_\_\_\_\_

**Step 3: Interview.** Schedule a time to conduct interviews. During class might not always be possible. Try to talk to at least three different people. Before your meeting, write at least **five open-ended questions** that you will use to gather information. Write the answers as you talk to this person or record audio of the meeting. When you hear something interesting, don't be afraid to ask unplanned follow-up questions. Engage in a conversation with your person.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Step 4: Summarize the Event.** Write a one paragraph summary that explains the event. Be sure to describe the mood and the feeling of the event in detail. Include important facts about the event and the people to help tell the story. The more you have here, the better our coverage will be. Don't forget the angle of your story to help make this coverage unique. You may use the back of this sheet.

**Step 5: Photo Gathering.** You need to take approximately **20 photos**. Upload your best images to the Image Library and tag them.

**Step 6: Page Creation.** The editor/adviser will tell you where to use the information and photos you gathered.

- Write your copy and place your photos.
- Edit and review Spread Checklist and Personal Style Guide to make sure nothing was missed, and all requirements were followed.
- Tell adviser/editor that your beat is complete.
- Make revisions.