

YEARBOOK QUOTE CHECK SHEET

Make sure you save this sheet according to staff policies. We will be keeping it on hand for at least a year after distribution.

YOUR NAME _____

COPY TOPIC _____

ISSUE/DEADLINE DATE _____

BRIEFLY SUMMARIZE YOUR ANGLE _____

LIST YOUR SOURCES BELOW Spelling the name below verifies you have checked the spelling. At least the day before the deadline, read back direct quotes to every source. Some of you might do this during the interview. If it a sensitive quote, you might read it and any transitions affecting it to the source, although we would not allow a source to read the entire story. Checking quotes builds credibility for the journalism program.

SOURCE NAME CHECKED

MEDIUM

TIME AND DATE

_____	_____	_____
_____	_____	_____
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