

DEADLINE CHECKLIST

DEADLINE # _____ // DUE _____

PAGE # SPREAD TOPIC STAFFER NAME

DAY 1
Webbing complete

DAY 2
Interview questions

DAY 4
Rough layout, Planning Sheet,
photo requests

DAY 5
Primary interview
questions, story angle-final

DAY 7
Source interviews and notes,
rough layout on computer

DAY 9
Main copy proofed and
submitted

DAY 11
Mod copy/photos due

DAY 12
Caption quotes,
photos tagged

DAY 13
Headline due

DAY 14
Captions proofed and
submitted

DAY 16
Final copy due

DAY 17
Final layout due

DAY 19
Final spread due

DAY 20
Names checked

DAY 21
Spread complete and
moved to proofs

LATER
Advertise the spread
contents
