

ESSENTIALS - LAYOUT PLANNER



Spread topic _____ Page Numbers _____ Due Date _____

Headline/Deck

- Primary headline _____

- Secondary headline _____

Secondary Coverage and Package Options

- Fast Facts
- Bio Box
- Preview Box
- Opinion Poll
- List
- Checklist
- Index
- Glossary
- Quiz
- Q & A
- Quote Collection
- Ratings
- Map
- Chart
- Diagram
- Table
- Timeline
- Step-by-Step Guide
- Excerpt
- Where to go/Call/Write

Rough Layout

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Length of Text	Staff	Deadlines
Main Story (# words) _____	Writer _____	Design _____
Notes _____	Designer _____	Secondary Coverage Package _____
_____	Photographer _____	1st Draft Feature _____
_____	Editor _____	Final Draft Feature _____
_____		Photos & Captions _____
_____		Submission Date _____

Photos/Graphics

Dominant Photo _____

Secondary Photos _____

Secondary Coverage Package _____

