

Weekly Time Sheet (due each Friday) Newspaper

Name:	Date	-	Block
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Story Assigned	Status	Due Date	Materials Needed
Feature (30)	<input type="checkbox"/> Not started <input type="checkbox"/> Interviews complete <input type="checkbox"/> Working on Rough Draft <input type="checkbox"/> Proofed by an Editor <input type="checkbox"/> Proofed by Mallett <input type="checkbox"/> Corrections <input type="checkbox"/> Complete		
Personality Profile (15)	<input type="checkbox"/> Not started <input type="checkbox"/> Interviews complete <input type="checkbox"/> Working on Rough Draft <input type="checkbox"/> Proofed by an Editor <input type="checkbox"/> Proofed by Mallett <input type="checkbox"/> Corrections <input type="checkbox"/> Complete		
Filler (5)	<input type="checkbox"/> Not started <input type="checkbox"/> Interviews complete <input type="checkbox"/> Working on Rough Draft <input type="checkbox"/> Proofed by an Editor <input type="checkbox"/> Proofed by Mallett <input type="checkbox"/> Corrections <input type="checkbox"/> Complete		
News Story (15)	<input type="checkbox"/> Not started <input type="checkbox"/> Interviews complete <input type="checkbox"/> Working on Rough Draft <input type="checkbox"/> Proofed by an Editor <input type="checkbox"/> Proofed by Mallett <input type="checkbox"/> Corrections <input type="checkbox"/> Complete		
Other Story ()	<input type="checkbox"/> Not started <input type="checkbox"/> Interviews complete <input type="checkbox"/> Working on Rough Draft <input type="checkbox"/> Proofed by an Editor <input type="checkbox"/> Proofed by Mallett <input type="checkbox"/> Corrections <input type="checkbox"/> Complete		
			Approval:

Weekly Time Sheet (due Fridays) Tasks Log

Monday	Tuesday	Wednesday	Thursday	Friday

Saturday	Sunday

Six Week Feature Checklist	
<input type="checkbox"/>	Interviews
<input type="checkbox"/>	Full Story
<input type="checkbox"/>	Interactive Component
<input type="checkbox"/>	Quick Read/Graphics
<input type="checkbox"/>	Sound Slide/Video
<input type="checkbox"/>	Photo Collection
<input type="checkbox"/>	Other _____

Other Points	
Feature Story	30
Personality Profile	15
Filler	5
News Stories	15
Editorial, Entenmt	15
Blog	10
Other	10

COMPLETED/PUBLISHED STORIES - Six Weeks Points		
30	Feature Story (story for spread)	_____
15	Personality Profile	_____
5	Filler	_____
15	News	_____
()	_____	_____
()	_____	_____
	TOTAL	_____

Notes: