

NEWS REPORT FORM

Student Nonviolent Coordinating Committee  
197 $\frac{1}{2}$  Auburn Avenue, Atlanta 3, Georgia

Date \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ School \_\_\_\_\_

WHAT? \_\_\_\_\_

WHERE? \_\_\_\_\_

WHEN? \_\_\_\_\_

WHO? \_\_\_\_\_

(organizations, individuals, names, how many?) \_\_\_\_\_

HOW? \_\_\_\_\_

(in detail) \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

PUBLICITY: \_\_\_\_\_

(include clippings if possible) \_\_\_\_\_

RESULTS \_\_\_\_\_

(if any) \_\_\_\_\_

(over)



BACKGROUND

FUTURE

(action,  
plans,  
proposals)

COMMENTS

(your  
personal  
opinion,  
quotes  
from  
indivi-  
duals  
involved,  
etc.)

- 1) Fill out separate form for every significant event.
- 2) Provide all information requested on this form, if at all possible.
- 3) After you have filled out this form, have it checked for accuracy by another person who has some knowledge of the event covered. If you prefer to write a story in regular news-story form rather than use this form, have your story checked in the same manner. All information printed in the newspaper must be absolutely accurate; so never speculate, and try to "estimate" as little as possible. To this end, attempt whenever possible to secure quotes from participants in the event; always let a quoted person see his statement in writing and confirm its accuracy.
- 4) Enclose photographs, if available. Should be glossy prints, 5 X 7" or larger.
- 5) One of these forms must be submitted every Monday, even if it bears only your name. This is not a substitute for field reports.