

NEWS REPORT FORM

Student Nonviolent Coordinating Committee
197 1/2 Auburn Avenue, Atlanta 3, Georgia

Date _____ Name _____

Address _____ School _____

WHAT? _____

WHERE? _____

WHEN? _____

WHO? _____
(organ- _____
izations, _____
indivi- _____
duals, _____
names, _____
how many?) _____

HOW? _____
(in _____
detail) _____

PUBLICITY: _____
(include _____
clippings _____
if possible) _____
RESULTS _____
(if any) _____

BACKGROUND

FUTURE

(action, plans, proposals)

COMMENTS

(your personal opinion, quotes from individuals 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.