

Names: _____

Date: _____

Period: _____



Planning the Content of Our Newsletter

Think about the things you would like to include in your newsletter and who will complete each task.

Names of newspaper staff:	Duties each person will perform:

Title of Newsletter: _____

Overall Goal: _____

Topics and/or reference material to be researched: _____

Other resources to be used (interviews, surveys): _____

Project Requirements:

Minimum number of articles _____

Minimum number of graphics _____

Minimum number of references _____

Other requirements: _____

We are including:

- 1 An article about: _____
suggested photograph/clip art:_____
- 2 An article about: _____
suggested photograph/clip art:_____
- 3 An article about: _____
suggested photograph/clip art:_____
- 4 An article about: _____
suggested photograph/clip art:_____
- 5 Our own scanned photograph/clip art:_____
- 6 Charts/graphs:_____
- 7 Other:_____
- 8 Other:_____

Newsletter Planning

Complete a rough sketch of your newsletter layout.