

The Tatanka

Worknight Checklist

The following checklist must be completed and signed by all parties involved before you may leave Worknight or consider yourself done with your deadline.

Name(s): _____

Section: _____

Editor(s): _____

____ Story is placed, fits the copy block, and has been proofread.

____ All photos have been placed and sized to fit. No picture can be over 100% in size. Make sure that all pictures are proportionate (the same percentage for both length and width). No action in photos should be facing off the page.

____ All captions are written to the correct specifications for the section. Captions say something that reflects reporting and research.

____ All names have been double-checked and marked on the Hit List (Google Docs). Include people who are named in captions and idents. Idents count as “additional hits”.

____ An appropriate headline has been placed and approved.

____ An appropriate sub-headline has been placed and approved.

____ Your spread is printed and stapled to your checklist.

____ Your editor and either an EIC or McCallum has proofed your spread and has signed your checklist.

Your signature: _____

Editor's signature: _____

McCallum/EIC: _____

Time: _____ Date: _____

If you have time left before leaving, please consider helping other writers and editors. Especially offer help with captions, headlines, or subheads. Please clean up after yourself before you leave Worknight.