**FUTURES PUBLIC RADIO: *STORY PLANNING SHEET* Date:**

**Working Title:**

**Project Member(s):**

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| ***TOPIC*** | | | | | | | |
| **Topic** What/Who is the question, person, topic, issue, story, idea, or problem you are exploring with this journalistic project? | | | |  | | | |
| **Tone and attitude**  Will you be objective or subjective toward this topic? | | | |  | | | |
| ***RESEARCH*** Do some basic research to learn more about your topic. Please write or type at least 10 facts about your topic that you think you could use in the multimedia story you will tell. It is mandatory that you provide the full source for each fact. That might be a URL address of the web page where you found it | | | | | | | |
| **Facts** Statistics / evidence / relevant details / important points / data | | | | **Source**  URL, bibliographic info | | | |
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| ***STORYBOARD*** | | | | | | | |
| **Story Outline** | | | | **Basic Details** | | | |
| **Lead** How will you introduce this topic? What is your hook? | | | |  | | | |
| **Who** Who is affected by this topic? | | | |  | | | |
| **What** What is the topic about? | | | |  | | | |
| **When** When did this happen? | | | |  | | | |
| **Why** Why did this happen? | | | |  | | | |
| **How**  How did this happen? | | | |  | | | |
| ***HOST*** Describe the person who will “host” this story. That’s usually you, but it’s okay to use another student as the narrator instead | | | | | | | |
| **Name** | | **Description** Describe the tone or attitude this narrator will have towards the topic | | | | | **Costume** What will the host be wearing? |
|  | |  | | | | |  |
| ***Set (Interviewer Background)*** What will be backdrop behind the host look like – this is usually a studio environment but can be a setting related to the story | | | | | | | |
| **Visual style** What message will the set convey? | | **Light design** Describe the brightness and color temperature of the set | | | | | **Mood** What mood will the set convey? |
|  | |  | | | | |  |
| ***Interviewees***  Describe the kinds of people you hope to interview | | | | | | | |
| Name | Age | | Education | | Reason for interviewee / Expertise | | |
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| ***SET (Interviewee Background)*** What will be backdrop behind the interviewees look like? | | | | | | | |
| **Visual style** What message will the background convey? | | **Light design**  Describe the brightness and color temperature of the background | | | | | **Mood** What mood will the background convey? |
|  | |  | | | | |  |
| ***QUESTIONS*** Write down all the questions you will ask your interviewees. Questions should not be answerable with “yes” or “no.” Save the toughest questions for the end of the interview. | | | | | | | |
| **Opening** (need 1 or 2) A nice question just to get the subject talking (How are you today?) | | | | | | | |
| 1. (required) | | | | | | | |
| 2. (optional) | | | | | | | |
| **Filtering** (need 1 to 3)  Questions that show how familiar your subject is with the topic (How old were you when you wrote your first song?) | | | | | | | |
| 1. (required) | | | | | | | |
| 2. (optional) | | | | | | | |
| 3. (optional) | | | | | | | |
| **Factual** (need 3 to 5) Questions that explore the who, what, when, and where of the situation (Do you ever text while driving?) | | | | | | | |
| 1. (required) | | | | | | | |
| 2. (required) | | | | | | | |
| 3. (required) | | | | | | | |
| 4. (optional) | | | | | | | |
| 5. (optional) | | | | | | | |
| **Probing** (need 3 to 5) Questions that explore the how and why of the situation (Do you believe that texting makes you a worse driver?) | | | | | | | |
| 1. (required) | | | | | | | |
| 2. (required) | | | | | | | |
| 3. (required) | | | | | | | |
| 4. (optional) | | | | | | | |
| 5. (optional) | | | | | | | |
| **Hypothetical** (need 1 or 2)  Puts the subject into a pretend scenario (If you could create new laws about texting and driving, would you?) | | | | | | | |
| 1. (required) | | | | | | | |
| 2. (optional) | | | | | | | |
| ***EQUIPMENT*** | | | | | | | |
| **Tool** | | **Tech plan** **and set up** (cinematography intentions, angles, mic placements) | | | | | |
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| ***B-ROLL***  This is the extra video footage captured to enrich your story. It allows for greater flexibility when editing so that you can cut away from only the interviewee. Often B-Roll enhances the topic being discussed or captures the environment and context of your subject. | | | | | | | |
| **Footage** | | **Rationale** (Why are you capturing this B-Roll?) | | | | | |
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| ***FINAL TEAM*** | | | | | | | |
| **Name** | | **Roll** | | | | | |
| **Interviewer** | |  | | | | | |
| **Narrator** | |  | | | | | |
| **Film and Audio Technicians** | |  | | | | | |
| **Peer Editor** | |  | | | | | |
| **Mentor** | |  | | | | | |
| ***WORKING DEADLINES*** | | | | | | | |
| **Task** | | **Date** | | | | **Signature** | |
| **Pitch to mentor** | |  | | | |  | |
| **Planner to mentor** | |  | | | |  | |
| **Production** | |  | | | |  | |
| **Follow up production (if needed)** | |  | | | |  | |
| **Editing** | |  | | | |  | |
| **Critical Friend Feedback (peer)** | |  | | | |  | |
| **Revision and edit** | |  | | | |  | |
| **Critical mentor feedback** | |  | | | |  | |
| **Revision and edit** | |  | | | |  | |
| **Submit publishable story** | |  | | | |  | |
| **Create a poster to promote** | |  | | | |  | |