

**Title of Story :** \_\_\_\_\_  
(very short description, headline with subhead style)

**Broad Category :** \_\_\_\_\_  
( e.g. Environmental and Climate Justice, Racial & Gender Justice, Housing Transit & Planning, )

**Type of story:** \_\_\_\_\_  
(e.g campaign profile, commentary, analysis, historical review, interview)

**Description/ Synopsis e.g. lead sentence or key points.**

Additional ideas, people, organizational outreach, description etc  
(Please use additional pages to expand on this section---keeping contact information on first page.)

**TIMES**

Date proposed: \_\_\_\_\_

Next step/ next meeting: \_\_\_\_\_

Deadline/ Timeline: \_\_\_\_\_

**Name of lead contact/proponent :**

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Organizational sponsor:**

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Writer-Producer:**

\_\_\_\_\_  
(Possible /Proposed /Confirmed

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Contributing editor / beat**

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Other Participants:**

(Interviewee, Researcher, Photographer etc.)

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please feel free to add additional pages or to submit a completed article below using this sheet as the cover page.

