**DPS Checklist**

The following checklist must be completed in order to receive a grade on your spread! It will also be used as a grade sheet for each completed DPS.

Staff Member Name: _______________________________  Spread Topic: ________________  page# ___________

I am turning this in on _________________ which is for the (circle one) 1 2 3 4 deadline.

( date )

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<table>
<thead>
<tr>
<th>Student checklist</th>
<th>Adviser/Editor points awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Photos</td>
<td></td>
</tr>
<tr>
<td>□ There is a photo for every space on the spread</td>
<td>____ / 10</td>
</tr>
<tr>
<td>□ All photos must meet the quality requirements</td>
<td>____ / 5</td>
</tr>
<tr>
<td>(non-action, action, no staring at camera, no sitting at a desk, tells a story)</td>
<td></td>
</tr>
<tr>
<td>□ All photos used have been “tagged” with name</td>
<td>____ / 20</td>
</tr>
<tr>
<td>Captions (&amp; Copy where applicable)</td>
<td></td>
</tr>
<tr>
<td>□ All captions are size ___</td>
<td>____ / 5</td>
</tr>
<tr>
<td>□ All captions must be correctly written (make sure to describe the photo and have first and last name with grade level when possible.)</td>
<td>____ / 15</td>
</tr>
<tr>
<td>□ All captions must be written in present tense</td>
<td>____ / 5</td>
</tr>
<tr>
<td>□ Majority of captions contain legitimate quote</td>
<td>____ / 10</td>
</tr>
<tr>
<td>□ No quote is made up or faked!! (page is given an F if a quote is made up or inaccurate)</td>
<td></td>
</tr>
<tr>
<td>□ All quotes must be written in past tense</td>
<td>____ / 5</td>
</tr>
<tr>
<td>□ Every person is identified on spread (especially the larger photos)</td>
<td>____ / 5</td>
</tr>
<tr>
<td>□ Names are spelled correctly (spell check)</td>
<td></td>
</tr>
<tr>
<td><em>(must be checked against master list)</em> 1 grade lower for each misspelled name</td>
<td></td>
</tr>
<tr>
<td>□ Grade levels are identified &amp; correct</td>
<td>____ / 5</td>
</tr>
<tr>
<td>□ Captions add value without stating the obvious</td>
<td>____ / 5</td>
</tr>
<tr>
<td>□ Spell Check has been run</td>
<td>____ / 10</td>
</tr>
<tr>
<td>□ All stories are size ___</td>
<td>____ / 5</td>
</tr>
<tr>
<td>□ Bottom Quote is relative to the theme.</td>
<td>____ / 5</td>
</tr>
<tr>
<td>Headlines</td>
<td></td>
</tr>
<tr>
<td>➢ Primary headline must grab the readers attention and establish spread content</td>
<td></td>
</tr>
<tr>
<td>➢ Secondary headline (where applicable) must introduce the angle</td>
<td>____ / 5</td>
</tr>
<tr>
<td>□ Must be written in the present tense</td>
<td>____ / 5</td>
</tr>
<tr>
<td>□ Must use strong action verbs and visual nouns and adjectives</td>
<td>____ / 5</td>
</tr>
</tbody>
</table>
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**FOR EDITOR/ ADVISER USE ONLY**

Turned in to _________________________________ on ______________  Total points for above _____ / 150