

# Web package checklist

## Title and producers

What is this package about  
and who is producing it

## ✓ Pictures

Single shots;  
series; photo  
galleries; clip  
art; cutlines;  
links to photos  
on other sites

## ✓ Video

Clips; voice-  
overs; inter-  
views; action

## ✓ Audio

Interviews;  
sounds from  
the scene;  
links to other  
sources

## ✓ Feedback

Comments and  
emails; forums;  
weblogs; web  
polls; other

## ✓ Graphics

Charts; text  
graphics; maps;  
process charts;  
illustrations

## ✓ Text

Stories; side-  
bars; lists;  
background;  
links

## ✓ Disclosure

Producers'  
interest or  
connection  
with the story;  
explanation  
of the scope  
of the story;  
explanation  
of the report-  
ing methods  
used; listing  
of sources

