

# Photography Editor

**ISSUE:** \_\_\_\_\_

**Score:** \_\_\_\_\_/100

Name: \_\_\_\_\_

\_\_\_\_\_ **50 Points: Photography Editor**

\_\_\_\_\_ Works with section editors to create ideas for photos.

\_\_\_\_\_ Works with section and page editors to select appropriate pictures.

\_\_\_\_\_ Actively initiates contact with reporter, section editor, and editor.

\_\_\_\_\_ Selects topic and begins shooting by the middle of second week of the issue.

\_\_\_\_\_ Assigns photos to photographers and checks with photogs frequently to enforce/  
help meet deadlines.

\_\_\_\_\_ Keeps track of photo supply needs and developing costs.

\_\_\_\_\_ Participates in editorial board meetings.

**Photos**

\_\_\_\_\_ /40 points

\_\_\_\_\_ Meets all deadlines.

\_\_\_\_\_ Takes pictures in a reasonable time period.

\_\_\_\_\_ Returns school cameras and extra film the class period after assignment.

\_\_\_\_\_ Prints all pictures and hand writes the 5 W's and H (Who, What, Where, When,  
Why, How and any other pertinent caption information. These printouts  
are turned in to editors in chief on or before the first late night.

\_\_\_\_\_ Writes all caption information (names, place, date, etc.) and helps editor write  
them by deadline.

\_\_\_\_\_ Crops, marks, tool-lines, and PMTs pictures correctly and on deadline.

\_\_\_\_\_ Keeps log of own work (below).

**Story Ideas (include written copy)**

\_\_\_\_\_ /10 points

Completes 5 written story ideas in correct format, easily readable with original ideas.

**Work Log:**

Photo	date taken	date submitted
1.		
2.		
3.		
4.		
5.		

**Work Log, continued:**

Photo assigned	date taken	date submitted
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		