

# MEDIA CHECKLIST FOR ACTIONS

Here are some practical things to consider for traditional and social media in the lead up to an action.

WHEN	WHAT	WHO
<b>WEEK BEFORE</b>	Scout the area, not just for action logistics but for media/comms requirements <ul style="list-style-type: none"> <li>• Where is the best angle for pictures</li> <li>• How/where will you meet media if you are walking them in</li> <li>• Is there signage, or do people need to bring our own to situate them</li> <li>• What are the best dimensions for banners, placards</li> <li>• Where is the closest location for power, and strong internet (very important for uploading large picture/video files)</li> </ul>	
	Set up mediafire or drop box folder for raw footage and photo uploads	
	Provide media training for spokespeople if possible	
	Develop key messages and FAQ <ul style="list-style-type: none"> <li>• Why are you there?</li> <li>• What are you asking for?</li> <li>• Why is the issue important/why should people care?</li> <li>• Who are your best/most authentic messengers</li> </ul>	
	Give a heads up to key social media champions – if possible with a link to a folder with memes, or sample tweets to share	
	Send media alert if appropriate or give a heads up to trusted journos	
	Build a list of key tweeps to target on the day – both decision makers or the company, as well as high profile folks and allies for retweets	
	Ensure your media list is up to date with both the mainstream journos, but also any niche media that may be interested. Don't forget new media outlets like Mamamia, Buzzfeed, Junkee etc depending on your audience	
<b>DAY BEFORE</b>	Have key spokespeople been briefed? <ul style="list-style-type: none"> <li>• Quotes checked off on media release?</li> <li>• Do they have speaking points, and are there slips of paper or briefing notes with some simple lines for anyone who could be called on to comment. In particular people who might be arrested will often have camera's in their faces</li> </ul>	
	Does everyone who needs them have passwords to <ul style="list-style-type: none"> <li>• Twitter</li> <li>• Flickr</li> <li>• Dropbox or file storage</li> <li>• Facebook (are the right people page admins?)</li> </ul>	
	Ensure <ul style="list-style-type: none"> <li>• Phones charged</li> <li>• Laptop charged</li> <li>• Backup power source charged</li> </ul>	

	<p>PACK</p> <ul style="list-style-type: none"> <li>• Powercord for phone</li> <li>• Laptop and cord</li> <li>• Internet dongle</li> <li>• SD Card reader</li> <li>• Phone and back up battery pack</li> <li>• Inverter can be useful if a car is available</li> <li>• Batteries and spare SD cards for cameras (ensure SD cards empty)</li> <li>• Pens and notebook</li> <li>• Snacks/water/things to make people comfortable. It is a long day for media support crew!</li> </ul>	
	<p>Organise someone offsite who can do office support (this is a great role for parents, people who can't travel, or people who can't attend)</p> <ul style="list-style-type: none"> <li>• Help call around to media once action is in place</li> <li>• Re-send media releases on request</li> <li>• Boost social media with retweets and commentary</li> </ul>	
	<p>Have media release cued up in an email ready to send *Note: many folks have used mailchimp for this – whilst it is useful as you can see who has opened it (and get a sense for what headlines appeal over time) some people have experienced delay</p>	
	Print x 10 copies of media release	
	Ensure flyers, background briefing or other comms material is printed	
	Print most recent media call sheet for newsrooms etc	
	Line someone up to record news stories	
	Get up a google alert on any companies or MP's that may be involved so you have a heads up if they comment or respond. Also watch their social media on the day.	
<b>ON THE DAY</b>		
	Listen to the morning radio and watch newsfeeds – is there anything that might derail your action, make it harder to message, or are there any stories you can jump on that support your action?	
	<p>Final brief to participants:</p> <ul style="list-style-type: none"> <li>• Who is spokesperson?</li> <li>• If everyone can speak to media, ensure they have lines prepared</li> <li>• Let everyone know the hashtag and how to take good pics for social media</li> <li>• Have someone who will keep an eye out for look/feel of action with an eye to what media will be interested in</li> </ul>	
	If media release will be sent with picture/if so, have one photographer in place... get a couple of quick shots to send	
	<p>SEND MEDIA RELEASE OUT – and check it has been received</p> <p>Get on the phone! You must spruik your media release – make it sound exciting...remember, you are doing the media a favour with a great story – not the other way around.</p>	
	<p>Send text message to key support crew to let them know good to GO</p> <ul style="list-style-type: none"> <li>• Call newsrooms (make sure people know who to call)</li> </ul>	

	<ul style="list-style-type: none"> <li>• Get on twitter</li> <li>• If media have been told to assemble nearby, walk them to the action (ensure it is not too far as their cameras are heavy)</li> </ul> <p>*It can be really hectic for the media liaison at this point – several people able to call media outlets is useful, particularly if the action is time sensitive</p>	
	<p>PHOTOS</p> <p>If there are two photographers, have them cycle in and out – get the first set up pics (also getting ready pics for a later album if you want to show the story of the day) and then swap the SD card out</p> <p>If possible, photographers should cull and sort some pics in camera to save time. Others will need to be viewed at higher resolution on laptop.</p>	
	<p>FACEBOOK: Choose the best pic (or set of 3 – one group pic, one portrait one action pic) for the first facebook post. It is worth waiting a few minutes to get the best shareable pic</p>	
	<p>TWITTER: Feed the beast! The more the merrier – but ensure the early pics are actually decent as they can often find their way into news articles now (see guide to live tweeting)</p>	
	<p>VIDEO: Get good set up shots and some quotes early on in case people are moved quickly. Film short clips so they can be uploaded more easily</p>	
	<p>Once the first wave of action has passed</p> <ul style="list-style-type: none"> <li>• Make sure photographers and video crew on standby for any interactions with police</li> <li>• Get portraits and candid shots, and B roll</li> </ul>	
	<p>Depending on time of day, prioritise your approach to newsrooms</p> <ul style="list-style-type: none"> <li>• Radio for live breakfast cross</li> <li>• TV newsroom to make sure they get there</li> <li>• Photographers for major dailies</li> </ul>	
	<p>Upload decent selection of photos to Flickr</p> <p>Upload raw video if there is a demand (It can be worth going off site for decent internet for this) Be careful with providing footage that could be incriminating though</p>	
	<p>Share media release and photo/fb link to allies and email lists</p>	
	<p>Tweet, tweet, tweet – get all participants to share selfies on facebook, twitter, Instagram etc... build the story of why you are there</p>	
<b>LATER IN THE DAY</b>		
	<p>Check voicemail, email, twitter and FB direct messages for interview and footage requests</p>	
	<p>Provide footage and photos as requested</p>	
<b>END OF ACTION</b>	<p>Make sure you finish the story</p> <ul style="list-style-type: none"> <li>• Final facebook post</li> </ul>	

	<ul style="list-style-type: none"> <li>• Final tweet</li> </ul>	
<b>AFTERWARDS</b>	<ul style="list-style-type: none"> <li>• Sort and cull Flickr album</li> <li>• Edit, cut and share video (or some short cuts during action depending on speed)</li> <li>• Create facebook album from Flickr selection</li> </ul>	
	Find somewhere to watch the news together, have a well-deserved beverage and cross your fingers that you made it!	
	Make sure to update bounces and collate new contacts, particularly if any friendly journos. Follow them up with a thanks if the story is good.	