Humanitarian snapshot creation planning tool

The humanitarian snapshot is a collaborative product; the public information/reporting officer provides the key messages and writes the text and the information management officer collects data and visualizes it so that the design communicates the essentials of the story's message without overloading audiences with too much information. Start with an editorial meeting and use this form to explore the story with the team.

STAFF

DESIGNER: _____

EDITOR: _____

WRITER: _____

💡
- Prioritize key issues and do not try to show everything.
- Use ONE compelling story line and make sure that elements used are all connected.
- Organize the content in a logical way: the most important information on top and the less important on the bottom right.

DATA AVAILABILITY

List the data you need: Source:

☐ _____ _____

☐ _____ _____

☐ _____ _____

☐ _____ _____

☐ _____ _____

STORY IDEA – MESSAGE

_____

_____

_____

INFO/VISUAL HIERARCHY

Most important information

1 _____

Describe how to visualize it: _____

_____

MAKE IT PROMINENT WITH: ☐COLOUR ☐SIZE ☐POSITION

2 _____

Describe how to visualize it: _____

_____

MAKE IT PROMINENT WITH: ☐COLOUR ☐SIZE ☐POSITION

3 _____

Describe how to visualize it: _____

_____

MAKE IT PROMINENT WITH: ☐COLOUR ☐SIZE ☐POSITION

QUESTIONS READERS ASK

1 _____

_____

HOW ANSWERED: ☐HEADLINE ☐DECK ☐FIGURE ☐CHART ☐MAIN MAP ☐SMALL MAP

2 _____

_____

HOW ANSWERED: ☐HEADLINE ☐DECK ☐FIGURE ☐CHART ☐MAIN MAP ☐SMALL MAP

3 _____

_____

HOW ANSWERED: ☐HEADLINE ☐DECK ☐FIGURE ☐CHART ☐MAIN MAP ☐SMALL MAP

Deck = one or two sentences that summarize the focus of the headline.

SKETCH THE IDEA

TITLE: _____ – Humanitarian snapshot (as of DD Mmm YYYY)

[Country]: [Subject] - Humanitarian snapshot (as of XX Mmm YYYY) 🇺🇳 OCHA

MESSAGE
(max. 50 words)

HEADLINE

DECK

MAP

HEADLINE

DECK

The boundaries and names shown and the designations used on this map do not imply official endorsement or acceptance by the United Nations.

Creation date: DD Mmm YYYY **Glide Number:** XX-YYYY-000000-XXX **Sources:** xxxx[1], xxxx[2], xxxx[3] **Feedback:** xxx@un.org www.unocha.org www.reliefweb.int