

STAYING AFLOAT: month by month

SPRING YEARBOOK TIMELINE

AUGUST

Summer book sales accounting and transfers
Approve fundraisers for the year (office calendar)
Begin collecting and organizing sold ads
Finalize the ladder and assignments
Choose a theme (recall spring meeting); make lists of unifying elements section by section
Hold section meetings to discuss basic coverage
Organize page envelopes or folders for the entire book
Take pictures

SEPTEMBER

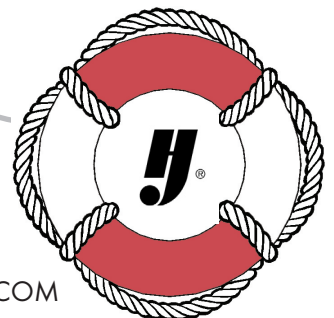
Complete business ad sales; begin personal ad sale
Finalize last year's yearbook sales list
Hold 1st fundraiser
Bill clubs, classes, sports for pages: use the ladder to determine the cost per page
Remind seniors to take portraits
Select class titles
Write 1st drafts of feature stories
Select from YOUR LAYOUTS for ideas or entire layouts
Begin computer input or drawing of spreads (changes will still be allowed)
Take pictures

OCTOBER

Last senior portrait taken
Schedule class title and officer pictures
Interview club sponsors and coaches about group pictures and calendars of events
Input or draw spreads
Hold a 2 week yearbook sale (but never turn down an order)
Take pictures (especially sport and club activities)

NOVEMBER

Submit QPP disk to the plant (or call photographer is not yet received)
Finalize people section and COLOR section(s)
Submit color pages to the plant
Complete all fall sports
Input or draw spreads
Continue taking pictures
Hold 2nd fundraiser



DECEMBER	<ul style="list-style-type: none"> Input or draw spreads Proof QPP directory and submit to plant with completed spreads Finalize all feature stories Order supplements Order production supplies
JANUARY	<ul style="list-style-type: none"> Send in name stamp list and tax exempt form Finalize business and personal ad section Evaluate organization, academic, and sport sections for missing elements: These should be close to finaling: only last minute additions should be necessary Input / draw spreads Take pictures Submit completed signatures to the plant A.S.A.P.
FEBRUARY	<ul style="list-style-type: none"> Finalize winter and spring sports section Post sign up sheet for next year's staff (2 weeks) Prepare a staff selection process and ask for faculty input within 3-5 days Choose the staff and conduct a meeting to distribute contracts Edit and return proofs within 48 hours
MARCH	<ul style="list-style-type: none"> Prepare and distribute a page request form for next year's book to each coach and sponsor: if a request is not returned, assign that organization the same number of pages as this year. Organize the yearbook sale list; prepare for distribution Complete a preliminary ladder for next year with deadlines and staff assignments Edit and return proofs within 48 hours Use the curriculum for journalism lessons
APRIL	<ul style="list-style-type: none"> Revise the preliminary ladder and complete the final ladder Choose next year's editors Conduct a meeting to discuss themes Collect and file contracts Assign ads to be sold for next year (2 by May and the rest by September) Use the curriculum for journalism lessons
MAY	<ul style="list-style-type: none"> Register for the summer workshop Meet with next year's seniors about portraits Distribute books: contact me immediately with concerns or problems

* These are suggested topics to work on each month. Your personal schedule for deadlines, sales, portraits, etc. may vary, and therefore not meet the recommended timeframe above. This is meant as a general guideline to help you plan.