

# STAYING AFLOAT: month by month

## FALL YEARBOOK TIMELINE

### AUGUST

Summer book sales accounting and transfers  
Approve fundraisers for the year (office calendar)  
Begin collecting and organizing sold ads  
Choose a theme; 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

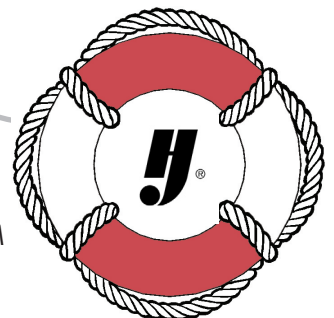
Complete business ad sales  
Finalize last year's yearbook sales list (books will soon arrive);  
plan distribution (contact me immediately with concerns or problems)  
Hold 1st fundraiser  
Bill clubs, classes, sports for pages: use the ladder to determine the cost per page  
Remind seniors to take portraits  
Select class titles  
Write 1st drafts of feature stories  
Select from YOUR LAYOUTS for ideas or entire layouts  
Attend fall workshop  
Take pictures

### OCTOBER

Last senior portraits taken  
Schedule class title and officer pictures  
Interview club sponsors and coaches about group pictures and calendars  
of events  
Begin computer input or drawing of spreads (changes will still be allowed)  
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 if not yet received)  
Finalize people section  
Complete all fall sports  
Input or draw spreads  
Continue taking pictures  
Hold 2nd fundraiser



DECEMBER	<ul style="list-style-type: none"> <li>Input or draw spreads</li> <li>Proof QPP directory and submit to plant with completed spreads</li> <li>Begin personal ad sales</li> </ul>
JANUARY	<ul style="list-style-type: none"> <li>Design color pages</li> <li>Finalize feature stories</li> <li>Finalize business ad section</li> <li>Order supplements</li> <li>Order production supplies</li> <li>Send in name stamp list and tax exempt form</li> </ul>
FEBRUARY	<ul style="list-style-type: none"> <li>Post sign up sheet for next year's staff (2 weeks)</li> <li>Prepare a staff selection process and ask for faculty input within 3-5 days</li> <li>Choose the staff and conduct a meeting to distribute contracts</li> <li>Continue personal ads sale</li> <li>Input/ draw spreads</li> <li>Take pictures</li> <li>Finalize color pages: submit to the plant A.S.A.P.</li> </ul>
MARCH	<ul style="list-style-type: none"> <li>Finalize winter sports section</li> <li>Label extra senior portraits and titles for area newspapers</li> <li>Finalize personal ad section</li> <li>Evaluate academic, organization, and sport sections for missing elements: these should be close to finaling; only last minute additions should be necessary</li> <li>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.</li> <li>Take pictures</li> </ul>
APRIL	<ul style="list-style-type: none"> <li>Complete a preliminary ladder for next year with deadlines and staff assignments</li> <li>Choose next year's editors</li> <li>Assign ads to be sold for next year (2 by May and the rest by September)</li> <li>Complete any spread possible; mail completed signatures</li> <li>Take pictures</li> </ul>
MAY	<ul style="list-style-type: none"> <li>Finalize all spreads (with the exception of prom, graduation, and awards day)</li> <li>Get a list of awards and scholarships; prepare for photos</li> <li>Meet with next year's seniors about portraits</li> <li>Register for summer workshop</li> </ul>
JUNE	<ul style="list-style-type: none"> <li>Mail in those last pages</li> </ul>
JUNE-AUGUST	<ul style="list-style-type: none"> <li>Edit and return proofs within 48 hours</li> </ul>

\* 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.

