

Year(book) at a Glance

We have provided this checklist as a reference tool to prepare you for the steps needed to complete your yearbook.

- Receive kit.
- Assemble a Yearbook Team/Committee.
- Turn in Sales Material Request Form. (page 20)
- Distribute sales material.
- Record orders as they are being placed.
- Pick a yearbook design theme.
- Submit cover choice. (November 1st)**
- Fill out page ladder. (pages 6-7)
- Collaborate with students and co-workers regarding school events images to be included in the yearbook.
- Verify student data once images are uploaded (approximately 3 weeks after the retake photos are taken).
- Layout student portraits.
- Insert images for new students or list them as not pictured.
- Finalize candid/special event pages, sports pages, parent ads, etc.
- Have a co-worker review student names for spelling. (Make sure all classes and students have been added to the book.)
- Submit book for proofing. (Deadline on contract)**
- Send reminder email or call-out to students to purchase a book.
- Receive proof.
- Have a co-worker review the proof for any needed changes.
- Make corrections in the software.
- Email Final Submission Form. (page 21)**
- Receive final books.
- Review the books and admire your work.
- Plan a signing party.
- Proudly distribute the books to the students and pat yourself on the back. WAY TO GO!
- Send in renewal for next year's book.

