



YEARBOOK TIMELINE FOR SPRING DELIVERY

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SEPTEMBER

- Sell ads
- Plan fundraisers
- Learn InDesign and create layouts
- Practice with digital cameras; take photos
- Learn how to save files to the YB Server
- Plan photo coverage and check out cameras to photograph events
- Plan theme and overall design
- Teaching: photo composition; brochure design; how to use flash drives, scanner, CF and SD cards, etc.
- Non-editors: Design ad pages
- Editors: work on templates for sections
- Record sports scores
- Business manager: Work on organizing contracts from ad sales and placing ads on pages

OCTOBER

- Teaching units: how to cover the year, writing feature stories, writing captions, design
- Business manager wrap up ads
- Create spreads in InDesign
- Take digital photos
- Manipulate files on the server
- Non-editors: Design ad pages
- Editors: work on templates for sections
- Finalize ladder.
- Finalize cover and endsheets
- Record sports scores (weekly)
- Business manager: Work on organizing contracts from ad sales and placing ads on pages; write up deposits, record yearbook buyers, make list of yearbook buyers, market yearbook to non-buyers

NOVEMBER

- Finish all ads and send pages to company
- Finish opening/closing and division pages
- Finish fall student life spread
- Create colophon
- Create editorial spreads in InDesign
- Meet company deadlines
- Take digital photos
- Manipulate files on the server
- Non-editors: Design ad pages
- Editors: work on templates for sections
- Record sports scores (weekly)
- Business manager: Work on organizing contracts from ad sales and placing ads on pages; write up deposits, record yearbook buyers, make list of yearbook buyers, market yearbook to non-buyers

DECEMBER

- Finish fall sports spreads
- Work on people, clubs and student life spreads in InDesign
- Meet company deadlines
- Take digital photos
- Manipulate files on the server
- Non-editors: Design pages, write stories, headline, subheads, captions, sidebars
- Editors: work on templates for sections
- Record sports scores (weekly)
- Business manager: Work on organizing contracts from ad sales and placing ads on pages; write up deposits, record yearbook buyers, make list of yearbook buyers, market yearbook to non-buyers

JANUARY

- Work on winter sports spreads
- Work on people, clubs and student life spreads in InDesign
- Meet company deadlines
- Take digital photos
- Manipulate files on the server
- Non-editors: Design pages, write stories, headline, subheads, captions, sidebars
- Editors: proofread and correct spreads
- Record sports scores (weekly)
- Contact coaches and students for interviews

FEBRUARY

- Finish spring sports spreads
- Work on people, clubs and student life spreads in InDesign
- Meet company deadlines
- Take digital photos
- Manipulate files on the server
- Non-editors: Design pages, write stories, headline, subheads, captions, sidebars
- Editors: proofread and correct spreads
- Record sports scores (weekly)
- Contact coaches and students for interviews
- Get applications ready for next year's staff

MARCH

- Finish spring sports spreads
- Record sports scores (weekly)
- Contact coaches and students for interviews
- Finish all other spreads not already sent to plant
- Meet company deadlines
- Take digital photos
- Manipulate files on the server
- Non-editors: Design pages, write stories, headline, subheads, captions, sidebars
- Editors: proofread and correct pages

APRIL

- Record sports scores (weekly) to add on proofs
- Correct all mistakes on proof
- Meet company deadlines
- Travel to state and national conventions
- Prepare digital slide shows

MAY

- Prepare digital slide shows to advertise book arrival
- Prepare for distribution: re-check buyers' list, set up time and place, contact media, marquee, facility request, announcements
- Begin preparation and training for 2008 book
- Plan yearbook camp