

# 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.)
- ☐ Send reminder email or call-out to students to purchase a book.
- ☐ Generate a digital proof of the book to review 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.

