

Yearbook CHECKLIST

Stay organized and prepared!

Quarter 1: August, September & October

- Plan your yearbook ladder.
- Determine your yearbook price.
- Launch your advertising and book sales campaigns.
- Decide on your yearbook cover & theme.
- Get organized & set deadlines for each portion of the yearbook.
- Determine who will be your photographer helpers.
- Set up a place for picture sharing.
- Learn the individual strengths of your yearbook team.



For resources on selling your yearbook, see the "Selling Your Yearbook Guide" within your Yearbook Kit!

Quarter 2: November & December

- Proof all individual pictures & names for accuracy.
- Be sure group pictures have been scheduled or taken.
- Send flyers home with students.
- Have the school send an email or text to parents reminding them yearbooks are on sale.
- Meet any design deadlines you have been assigned before Thanksgiving break.
- Finish your ad campaign & collect outstanding money.

Quarter 3: January & February

- Continue taking pictures.
- Proof any completed pages.
- Review your budget.
- Hold a last-minute order promotion (if needed).

Quarter 4: March, April & May

- Finish page design.
- Final proofing.
- Submit book for production.
- Complete Final Order Agreement & submit payment.
- Plan distribution of yearbooks & Signing Party!!

If you have any questions, always communicate with your customer service representative. They are your best resource for all your yearbook needs!