

ADMINISTRATIVE SIT-DOWN

This may be a quick, 15-minute meeting with your principal, or it may be better to gather administrative assistants and comptrollers to help get off on the right foot.

Topics for discussion:

- What went well with last year's book?
- Did you have any concerns with last year's book or staff?
- Are there any budgetary concerns this year?
- Do you have a wish list for this year's book?
- Talk about any needs you have, such as camera equipment.
- Picture day – if the date's not already set, set it now! Discuss how the whole day goes down. If you're in charge, get a sub!
- If you have a theme in mind, this may be a great time to pull in your editors to may a mini presentation.

Here's another tip:

If your principal is open to it, have your editors set a separate meeting with a similar agenda. It's a great learning experience for the students, and can set up a trusting relationship that will benefit the entire program. Remind editors that part of their job is to help support the yearbook program for years to come by building a reputation and a legacy.