

SAMPLE MONTH-BY-MONTH TASK GUIDE



These calendars are offered as a guide only as the items listed may or may not pertain to you. Please consult with your Sales Representative to adjust these tasks to your needs. Sample spring and summer/fall delivery progress calendar follow.

SPRING DELIVERY PROGRESS CALENDAR

JULY/AUGUST

- Attend summer workshop
- Begin plans for theme, cover and section designs
- Sell books at registration
- Organize staff and begin training
- Assign coverage of opening days of school
- Complete ladder and coordinate deadlines
- Plan staff manual
- Confirm professional photographer
- student picture days/QPP instructions, candid/group photo expectations

SEPTEMBER

- Staff bonding activities
- Assign deadlines
- Attend fall workshop
- Finalize staff manual
- Get class list for index and portraits
- Finalize theme, opening and cover ideas
- Begin section designs
- Get all color photos taken
- Assign businesses for advertising contacts
- Organize room and computer files

OCTOBER

- Complete second book sale
- Follow up with advertisers
- Submit color signatures
- Submit cover and endsheets
- Work on fall sports and student life coverage
- Begin planning academic and organization coverage
- Confirm special event dates
- Schedule group photo day

NOVEMBER

- Mail fall sports and student life pages
- Mail advertising pages
- Work on academic and organization pages
- Research underclass panels and candid information
- Senior involvement questionnaires



DECEMBER

- Conduct group photo day
- be sure to get names same day
- Mail all panel pages
- Mail dividers
- Mail thank you cards to advertisers
- Give thank you cards to school supporters
- Secure pricing with printer for next year

JANUARY

- Work on winter sports
- Mail academics and organization pages
- Conduct training sessions for new staff members
- Assign buddy for new semester staff members
- Review staff manual

FEBRUARY

- Mail winter sports
- Mail index and closing
- CELEBRATE!

MARCH/APRIL

- Recruit staff members for next year
- Clean room and computer files
- Plan distribution party
- Attend spring workshop
- Assign Design Creativity Books
- Final sales drive if necessary
- Take spring sport group photos

MAY/JUNE

- Spring sport/event coverage
- Remind juniors to schedule their senior photos
- Finalize distribution party - sell unused photos
- Assign next year's staff positions
- Discuss plans for next year's book
- Review Design Creativity Books
- Clean out yearbook supplies
- Sign up for summer workshops

SUMMER/FALL DELIVERY CALENDAR



JULY/AUGUST

- Attend summer workshop
- Begin plans for theme, cover and section designs
- Sell books at registration
- Organize staff and begin training
- Assign coverage of opening days of school
- Plan staff manual
- Confirm professional photographer
- Student picture days/QPP instructions, candid/group photo expectations
- Plan distribution party
- Assign Design Creativity Books

SEPTEMBER

- Staff bonding activities
- Complete ladder and coordinate deadlines
- Attend fall workshop
- Finalize staff manual
- Get class list for index and portraits
- Finalize theme, opening and cover ideas
- Train staff
- Begin section designs
- Take color photos
- Assign businesses for advertising contacts
- Organize room and computer files

OCTOBER

- Complete second book sale
- Follow up with advertisers
- Work on fall sports and student life coverage
- Begin planning academic and organization coverage
- Confirm special event dates
- Schedule group photo day
- Revisit Design Creativity Books
- Practice interviewing techniques
- Review standards of journalism
- Plan cover and endsheets

NOVEMBER

- Continue working on student life
- Make final advertising push if necessary
- Work on academic and organization designs
- Submit cover and endsheets
- Research underclass panels and candid information
- Work on dividers



DECEMBER

- Mail Fall sports and student life pages
- Submit early color signatures
- Mail dividers
- Mail thank you cards to advertisers
- Give thank you cards to school supporters
- Secure pricing with printer for next year

JANUARY

- Conduct group photo day - get names same day
- Work on winter sports
- Senior involvement questionnaires
- Conduct training sessions for new staff members
- Assign buddy for new semester staff members
- Review staff manual

FEBRUARY

- Mail some academics and organization pages
- Research candid information for panel pages
- Triple check QPP directory proofs
- Review proofs to check accuracy
- Mail winter sports
- Mail any remaining color signatures
- Clean room and computer files

MARCH/APRIL

- Work on spring sports
- Mail all panel pages
- Mail remaining academics and organizations
- Recruit staff members for next year
- Attend spring workshop
- Final sales drive if necessary
- Take spring sport group photos

MAY/JUNE

- Mail spring sports and events
- Mail index and closing
- Remind juniors to schedule their senior photos
- Sell photos not used in book
- Assign next year's staff positions
- Clean out yearbook supplies
- Register for summer workshops
- CELEBRATE!

Contributed by:

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