

DESK

LADDER

Use this Desk Ladder as a worksheet for HJ Planner or a private copy of the ladder just for the adviser/editors. Keep it in the same binder as your printouts so you have a hard copy of what's been submitted that is easy to access – and transport. Create your own system using the provided squares and circles to indicate staffers assigned to visual and verbal content, main stories and supporting layers of coverage or other pertinent details. Some staffs identify which headline formats or alternative copy types have been used or where the dominant photo is positioned to avoid visual redundancy. Consider color coding the deadlines (many staffs do this with a bar of color along the “gutter” of each spread) to make assignments clear and plan to color in the entire page/spread once it's submitted. Then you can easily see how you're progressing and which pages are holding otherwise completed signatures out of production.

Remember, the plant cannot print a signature until every page of that signature is submitted, so planning your content prior to beginning production is important. Track your progress when each signature is complete.

SIGNATURE 2

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