

SUMMER WORKSHOP CHECKLIST

ATTENDING A SUMMER YEARBOOK WORKSHOP CAN HAVE A TREMENDOUS EFFECT ON THE FOLLOWING YEAR'S PUBLICATION, AS WELL AS BE THE PERFECT TEAM BUILDING EXPERIENCE BEFORE THE SCHOOL YEAR EVEN BEGINS.

SELECT A WORKSHOP

If one workshop doesn't work for every staffer wanting to attend, consider others with alternative dates. You can find a list of available workshops at herff.ly/ybk-events.

PLACE STUDENTS IN DIFFERENT CLASSES

If multiple classes are offered, decide which class will best suit the needs of each staffer. Consider placing students in different classes to get as much information as possible, which can then be shared with the entire yearbook staff.

COMPLETE REGISTRATION FORMS

Complete the registration forms including any medical authorizations and parental requirements. Be sure to submit them prior to the registration deadline.

ARRANGE FOR PAYMENT

Payment can be made from the yearbook account funds, from individual staffer funds or a combination of both.

PLAN FOR TRANSPORTATION

Arrange transportation to and from the workshop through school vehicles or parents. Complete school district forms if required.

COMPILE CONTACT INFORMATION

Be sure to have a list of staffers with contact information to make communication easy throughout the summer.

PLAN SUMMER MEETINGS

Plan to meet with the entire staff during the summer prior to actual workshop dates, allowing all staffers to be involved in the planning process whether or not they attend the workshop.

BRAINSTORM THEME AND COVERAGE

Getting work done in these areas before the workshop will allow additional valuable work to be accomplished during the workshop.



□ **PUT TOGETHER AN IDEA COLLECTION**

All staffers, but especially those who will attend a workshop, should put together either a hard copy or digital collection of ideas gathered from magazines, advertising, websites, etc. for design and coverage inspiration.

□ **GO WITH AN OPEN MIND AND WILLINGNESS TO LEARN**

Getting work done in these areas before the workshop will allow additional valuable work to be accomplished during the workshop.

