

DEADLINE IS EVERYONE'S JOB

Show new staffers the importance of their roles and remind editors this yearbook is not their responsibility to finish alone.

- ▶ Have all staffers stand and form a tight circle, close enough to reach people on the other side of the circle.
- ▶ Make sure everyone has an inflated balloon. If you can, give each job type the same color balloon. (i.e. photographers all have blue balloons, designers all have red.)
- ▶ Explain the balloon represents all of the tasks assigned to each staffer for the deadline. Bouncing the balloon toward the ceiling and keeping it from touching the floor represents progress.
- ▶ Have everyone in the circle begin tapping their balloon in the air. Say: "This is how it works when the entire staff is focused on the deadline."
- ▶ Next, use real-life scenarios from your staff to eliminate one or two members of the staff and direct the others to keep all of the balloons in the air. For example, say: "There's a band concert. Joey and Sam will miss work night," and have Joey and Sam step out. At this point it won't be too hard for the others to continue to bounce the balloons.
- ▶ Continue to use other real-life scenarios to eliminate staffers, games and practices, big projects due, big tests to study for, senioritis.
- ▶ In the end, try to keep only the leaders in the circle. It's impossible for them to keep all of the balloons going.
- ▶ Debrief by discussing how the editor(s) cannot create a yearbook alone. There will often be times when not everyone can participate, but it's important everyone does his/her part.