

PRE-HOLIDAY CHECKLIST

CONSIDER THESE THINGS BEFORE STUDENTS LEAVE FOR BREAK

DEADLINES, UGH.

- Getting students to understand that they have to meet deadlines before they take a vacation — that's a career/professional/life skill. Keep repeating this in your head (and aloud.)
- If you are submitting pages over (or before) break, make sure you have all of the photos and words in hand, plus bylines and photo credits.
- Survey your staff. Are they going to be home and bored? They may want to get together at the local coffee house and work on yearbook. It *is* fun, after all.

MAKE THE MOST OF DOWNTIME

- Stories happen even when school is out. Do a little brainstorming. There may be something really cool to cover.
- Make a cell phone photo assignment: Snow pics, skiing pics, lights, tinsel. Even if you don't have a specific need for the photos, it's always great to have extras.
- Extra credit, anyone? Consider giving a points boost if students are willing to cover a basketball game or other event over break.
- Provide a "things to do when you're bored" list to students: Learn a new photo technique, read a great longform article, find an interesting design for inspiration, practice a Photoshop skill. This may be another opportunity for an optional grade, especially if they share with the staff after break.
- Send printed proofs home. It's so much easier to find typos when you don't have a head full of school. It may be worth a half-hour of their time. Give a point, or a candy cane, for great catches (before the page is final.)

REQUIRED MAINTENANCE

- Nothing on this checklist should keep you from taking time to check-out, sign off and recharge your batteries. Trust us — we have been in your shoes — you will do much better work in January, if you take a break. So, say yes to a TV binge, read a good book, go for a long walk. Most importantly, enjoy your break. You are our most precious, mostly renewable, resource.