

YBK DAY TO DO

This list provides an overview of all the steps to consider as you plan for YBK Day.

► SELECT THE DATE

First, verify shipping and delivery dates with your yearbook rep. Be sure not to publicize the date of your distribution until your rep verifies the ship date for your books. Next, meet with your administration to choose a date that won't conflict with other activities and events. Consider away sports contests, testing, exams, "senior skip" days ... all of the things that might get in the way of the fun.

► DETERMINE THE TYPE OF EVENT

Decide whether you will hold a distribution party, a yearbook signing event or a combination of both. Will there be a big reveal? See [Event Types](#) for ideas.

► SELECT A LOCATION

Determine date availability of venue, even if it is the same as previous years. Reserve the location, including time to set up and clean up.

► PLAN EVENT DETAILS

Map out all of the details of the event. How books will be handed out, how students will sign off on them. See [YBK Timeline and Getting Books Distributed](#).

► ORDER SUPPLIES

Make a list of all necessary supplies for signs, food items, sale items (pens, plastic covers, autograph supplements), sound equipment, decorations, staff shirts, tables and chairs, etc.

► DESIGN SIGNS OR ORDER BANNERS

Order our banners and/or make posters to advertise the event and directional signs to be used the day of the event. Use your distribution report to determine where to break up the alphabet so that you can keep the lines as even as possible. Make large signs to hang over the tables where books will be picked up.

► PUBLICIZE THE EVENT

Use the school information system (address system, website, newsletter, etc.) to publicize distribution date, time and location. Inform students what is needed to obtain their yearbook, such as student ID, ticket, wristband and/or receipt.

► THINK THROUGH HANDING OUT YOUR BOOKS

There are so many details in this one step. Check out [Getting Books Distributed](#) for more.

► DETERMINE WORK ASSIGNMENTS

Assign teams of yearbook staffers to work the tables. Pairs work best with one person locating and marking off names while the other person pulls and hands out the book. Make sure to recruit an appropriate number of adults to help with crowd control.

► SECURE YOUR YEARBOOKS

Be sure there is safe storage for the books once they are delivered on campus until the actual distribution event. Also, plan for storage if any books are not picked up at distribution. During the event, keep all books behind the tables (not up on the tables) so that they are secure.

P.S. DO YOU HAVE A POLICY?

It's not a bad idea to include a note in the books like this one to remind students and parents that despite everyone's best efforts, there may be mistakes. (See the [Selling Your Book](#) section of [LearnYBK.com](#))