

INFORMATION YOU NEED

FROM YOUR REP:

- ▶ Your job number
- ▶ Herff Jones login: username and password
- ▶ Deadline and Ship Date
- ▶ Customer Service Adviser

BOOKMARK THESE:

- ▶ myhyearbook.com
- ▶ hjedesign.com
- ▶ hjeshare.com
- ▶ yearbookordercenter.com
- ▶ hjhelpcenter.com
- ▶ ebusiness.hjhelpcenter.com
- ▶ yearbookdiscoveries.com

FROM YOUR SCHOOL

SCHOOL DATABASE

Enrollment database including student names with grade level, faculty names with grade taught and homerooms, other school staff names with positions

NOTE: Mid-year get a new enrollment database to cross reference for enrollment changes prior to finishing yearbook pages.

SCHOOL CALENDAR

- ▶ Calendar of all events for the school year
- ▶ Verify the last day of school (to plan for shipping of the yearbook.)

SCHOOL ACTIVITIES, CLUBS, ORGANIZATIONS & TEAMS

- ▶ Get a list of all school activities that are planned for the year (music programs, school plays, author visits, grade level field trips, etc.)
- ▶ Get the current list of all clubs, organizations and teams officially recognized in your school.

DO NOT PHOTOGRAPH LIST AND DISTRICT REGULATIONS

- ▶ The school office may have a list of students who cannot be photographed that you will need to cross-reference with photos for the yearbook.
- ▶ Be aware of any school district regulations regarding the yearbook.

DECISION MAKER

Determine who the decision maker is for yearbook (PTO President, Principal) and get contact information.

SCHOOL PHOTOGRAPHER

Name and phone number of professional photographer who takes portrait photos

TIP FOR COMMUNICATING

Consider creating a dedicated yearbook email account to communicate with the school and parents. This can be used as a place where people can email photos and information to you and it won't get mixed up with your personal or work emails.