

HERFF JONES

PORTRAITS CHECKLIST

DESIGN

CHECK THESE THINGS BEFORE YOU MAKE ANY SPREAD FINAL

- Any names underlined in blue have been name checked.
- We have filtered the Portrait Library by “Unused” and made sure no one is left behind there.
- We have “reflowed” our portraits if any changes were made to names or portraits in the library.
- We double-checked that any students on the school’s “do not publish” list are properly handled. We have excluded their portrait or they have signed something agreeing to be in the yearbook specifically.
- We have verified the names of any students who may have name changes.
- We verified that retakes are included in the portraits we flowed.
- We made sure any outside school photographer portraits have been included, such as those from eShare or emailed.
- We consulted with administrators on how to handle any students who have been expelled or who moved into the district after portraits were taken.

