



VARSITY YEARBOOK

So now what?

Once your book is final (and you've taken time to relax), there are a few tasks to add to your list.

If you are still working to submit your 2024 books in the coming weeks (or months... we see you too Summer/Fall-delivery schools), print this email and save it for a quiet moment.

GET READY: SPECIAL DELIVERY COMING SOON

Can't have that YBK party without getting the books through the door. [Use this resource](#) to prep for your delivery from the plant.

PREP FOR THE BEST DAY EVER

Once you're locked down on all shipping details, make sure to plan where to store and sort the yearbooks. Prep your staffers for sorting orders by grade and/or last name to make the big day a breeze. Start printing your Distribution Reports from eBiz, then [check out this weekly countdown for Distribution Day tasks](#) to keep your staffers busy.

CLEAN UP THE (FINANCIAL) BOOKS

This includes follow-up for any outstanding income collections for ads or fundraisers. Also, make sure all expenses have been handled — paying for supplies and equipment. The final yearbook invoice will come two to three weeks after the books deliver.

WORK TOWARD A SELLOUT

If you have extra books to sell, now's the time to assign staffers to get creative on the last sales pushes. Or if you're already at a sellout, start prepping for 2025 ad sales. Create packets or mailers for rising seniors or local businesses. [You can find flyers, forms and example letters here.](#)

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