



ADVISER ASSISTANCE



VARSITY YEARBOOK

Your yearbook is (almost) done!

Spring deadline books, this one's for you! Whether you've submitted or are in the final stretch, you're almost there — keep going!

If you're still putting on the final touches, no worries — here are some quick tips to help you finish strong:

- **Proof everything:** Check for typos, missing names and overset text. A fresh set of eyes helps! Make sure your name and spell check are toggled on.
- **Photo quality check:** Make sure images are high-resolution and not blurry.
- **Consistent design:** Double-check fonts, colors and layouts for a polished look.
- **Page numbers and index:** Ensure everything lines up correctly and names are spelled right.
- **Deadline reminders:** Confirm submission deadlines with your rep to avoid last-minute stress.

If your book is already submitted, here's what to do next:

- **Plan distribution:** Think about how and when books will be handed out. [Check out these resources.](#)
- **Celebrate your staff:** A small party or a shoutout goes a long way!

- **Recruit for next year:** Invite the next great group of yearbookers to [join your staff with these tools](#).
- **Capture the moment:** Take photos/videos of your staff hitting submit — great for next year’s promo! [Post on social and tag us!](#)
- **Take notes for next year:** What worked? What didn’t? Write it down while it’s fresh.

eDesign Tip of the Week:

Worried about your final deadline? [The Late and Early Day calculator](#) can help you plan accordingly.

Need to rewind? All previous [Adviser Assistance emails](#) are available on their own page.



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