

DISTRIBUTION DAY TIMELINE

Eight weeks out

Tasks

- ☐ Reserve a location such as the gym or cafeteria for the party.
- ☐ Ensure adequate supervision and safety measures are in place.
- ☐ Purchase pens and other items.
- ☐ Order autograph supplements and plastic covers from the plant; decide if these will incur additional charges.
- ☐ Gather materials for signs or order banners at ybk.link/shop.
- ☐ Order t-shirts for staff to wear during the party; consider wearing them beforehand to promote the event.

Seven weeks out

Tasks

- ☐ Design and photocopy flyers.
- ☐ Make signs to advertise the party.
- ☐ Contact the school newspaper, website or newsletter for articles and announcements.
- ☐ Draft engaging promotions for daily announcements.

Six weeks out

Tasks

- ☐ Display additional signs around the school.
- ☐ Prepare cash boxes for:
 - Admission at the door.
 - New book sales.
 - Sales of pens, plastic covers and autograph supplements.
- ☐ Secure speakers and other necessary equipment for music.

Five weeks out

Tasks

- ☐ Clearly display costs for:
 - Admission to the party.
 - Plastic covers, pens and autograph supplements.
 - Yearbooks available for purchase on-site.
- ☐ Make signs indicating alphabetical groupings (e.g., A-F, G-N, O-Z) for distribution tables.

Four weeks out

Tasks

- ☐ Compile a list of previously sold yearbooks; organize by alphabetical order for quick reference.
- ☐ Post the first set of advertising signs around the school.
- ☐ Distribute flyers throughout the school.

- ☐ Announce the first promotion during school announcements on Friday.
- ☐ Coordinate a day for staff to wear promotional t-shirts.

Three weeks out

Tasks

- ☐ Continue placing signs throughout the school.
- ☐ Ensure the list of sold books is complete; mark personalized books distinctly.
- ☐ Promote during school announcements on Friday.
- ☐ Staff wears promotional t-shirts on Friday.

Two weeks out

Tasks

- ☐ Ensure all advertising signs are displayed.
- ☐ Promote the party daily during school announcements.
- ☐ Staff wears promotional t-shirts on Friday.
- ☐ Delegate setup and cleanup responsibilities to students.

One weeks out

Tasks

- ☐ Continue daily promotions during school announcements.
- ☐ Confirm when yearbooks will be delivered to the party location.
- ☐ Arrange for ladders, tape and scissors for setup.

Day of event

Tasks

- ☐ Ensure staff members wear their event t-shirts.
- ☐ Begin decorating the venue three hours before the event.
- ☐ Set up tables with clearly posted alphabetical grouping signs.
- ☐ Place stickers with numbers on personalized books for easy identification.
- ☐ Set up a separate table for additional yearbook sales.
- ☐ Ensure ample supplies of plastic covers, pens and autograph supplements are available.
- ☐ Set up and test the sound system for music.
- ☐ Open the doors and commence the yearbook distribution and signing party.