

PLANNING GUIDE

Publicize the distribution event

- ☐ Announce the event at least one week before distribution.
- ☐ Have your latest distribution list ready.

Procedures for selling extra books

- ☐ Decide whether to sell during distribution or after.
- ☐ Determine if books will be sold on a first-come basis or through a lottery.

Select the date

- ☐ Confirm shipping and delivery dates with your yearbook representative before announcing the distribution date.
- ☐ Coordinate with administration to avoid conflicts with other school events (games, testing, exams, skip days).

Determine the type of event

- ☐ Choose between a distribution party, signing event or combination.
- ☐ Decide if there will be a special presentation or book reveal.

Select a location

- ☐ Confirm the venue's availability, even if used before.
- ☐ Book the space, including time for setup and cleanup.

Plan event details

- ☐ Plan the book handout process, including student sign-off.
- ☐ Use "Event Timeline" and "Getting Books Distributed" resources for detailed planning.
- ☐ If you are selling books or other items, make sure you have a plan for collecting in-school or online payments.

Order supplies

Create a list of needed items:

- Signs
- Food items
- Sale items (pens, plastic covers, supplements)
- Sound equipment
- Decorations
- Staff shirts
- Tables and chairs

Design signs or order banners

- ☐ Design posters to promote the event.
- ☐ Create directional signs for the event space.
- ☐ Use the distribution list to group names and create signs for each group.

Publicize the event

- ☐ Announce the event via social media, PA, school website, newsletter, etc.
- ☐ Notify students of what's needed to pick up their book (ID, receipt, wristband, etc.).

Determine work assignments

- ☐ Assign yearbook staff to distribution tables.
- ☐ Pair staffers so one checks names and the other retrieves books.
- ☐ Recruit adults for crowd control.

Secure your yearbooks

- ☐ Plan for secure storage of books once delivered.
- ☐ Arrange secure storage for leftover books after the event.
- ☐ Keep books behind tables during the event to maintain control.