

Final Shipping Check List

Page Content [_____] Page # [_____] Staffer [_____]

Design

- Make sure Adriance edits the dominant photo to make it more awesome
- Action of the photos are going to middle of spread
- All elements are properly on the grid
- Check spaces between elements
- All elements are inside the purple gridline leaving the outside margin
- Photo credits for every photo (bottom right hand corner underneath the photo in the smaller grid space)
- Photo credits are in NAME NAME PHOTO format
- No borders on pics
- No duplicated people in quick reads – check shipped pgs or name book

Writing

- All captions have a title/teaser and use BANQUET
- Captions start differently
- Caption teasers do not start with ing verbs
- Captions: All in past tense except for the action in the photo
- Stories are written in past tense
- Byline for story is included – use paragraph style
- Words in headline connect to dominant photo (visual verbal connection)
- Closed all quotes, periods go inside the quote marks “Quote from person using opinions not facts,” Name Name, 11 said.
- Always use said. Never use any other word.
- No periods in headlines
- Spell check (command I)
- All filler text is removed
- All main headlines using Roboto are in ALL lower case

Names

- Spell check names– look @ name book
- Classifications are correct
- Captions: Name Name, 10,
- Stories: Sophomore Name Name
- use a teacher's first name at first mention then Mr./Mrs. with last name

Basics

- i is capitalized and don't has an '
- it's, its is used correctly
- Numbers 1-9 are spelled out all others use the numeral

- Class names are not capitalized (freshman, sophomore, junior, senior)
- Freshman/Freshmen is used correctly and sophomore is spelled correct
- Boys' and Girls' are used instead of Men's and Women's

Final Check

- Periods at the end of sentences – no periods at the end of phrases
- All filler text is omitted
- No missing Links for photos
- Folio quote is from a relevant person not already covered on the page
- First letter of the section name is capitalized (Student Life, Sports, Clubs/Academics, People, Ads/Index)
- Highlight names used on the wall for record keeping
- Remove all green placeholder boxes
- Check that all photos are not stretched (percentage numbers match)
- Spell check one more time (COMM I)
- Final EIC approval
- Final Adviser approval

Final Sign Offs

_____ (yearbook peer)

_____ (editor-in-chief)

_____ (club sponsor/coach)

_____ (adviser)