Yearbook Check List

Page Number [ ] Content [ ]

Predesign

- ❑ The page # is correct (odd number used) and has three digits (003)
- ❑ Action of the photos are going to middle of spread
- ❑ All elements are properly on the grid
- ❑ All elements are inside the outside margin

Design

- ❑ Photo credits for every photo (ALL CAPS bottom right of pic)
- ❑ Photo credits are in all caps and in NAME NAME PHOTO format
- ❑ No borders on pics except mug shots on class pages or overlapping pictures
- ❑ Stroke should be 2pt (if touching big photo) 1pt (if small photo)
- ❑ No duplicated people in quick reads – check shipped pgs or name book
- ❑ Zoom in on all lines to make sure they are clean
- ❑ Greys are correct (folio is the middle grey)
- ❑ Photo credits do not touch photo but are one point away from the picture

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 in past tense
- ❑ Byline for story is included (by is not capitalized) (grey)
- ❑ Words in headline connect to dom photo
- ❑ Closed all quotes
- ❑ No periods in headlines

Names

- ❑ Spell names correct– look @ name book (check grade)
  - 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 Sophomore is spelled correct

Final Check

- ❑ All names are marked for index
- ❑ Caption teasers are in red
- ❑ Periods @ end of sentences – no periods at the end of phrases
- ❑ All filler text is omitted
- ❑ No missing Links
- ❑ Folio has correct page number and middle grey
- ❑ Highlight names used on the wall for record keeping
- ❑ Remove all blue/green placeholder boxes
- ❑ headlines are not capitalized unless the graphic E is used then the head is in all caps
- ❑ Spell check (COMM I)
- ❑ Check margins (do not exceed purple line)