

# Yearbook Page Content Generator and Flow Chart

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Page Content [ \_\_\_\_\_ ] Page # [ \_\_\_\_\_ ] Staffer [ \_\_\_\_\_ ]

## August Planning

- Visit with sponsor or coach
- Exchange your email and contact info
- Complete the "Beat Info" sheet and file in the file cabinet
- Look at last year's coverage and plan for different coverage ideas
- List key students to cover or talk to
- Select photographer to discuss photo coverage

## September Planning

- Determine what story (and story style) you want to use
- Find design inspiration to fit coverage and theme
- Design template in In-Design and get editor approval
- Talk to coach/sponsor and key student

## Reporting/Story Writing

- Observe and write story
- Proof with a peer
- Get approval from editor
- Show subject of the story and/or coach/sponsor
- Check spelling of all names and grades
- Spell check (command I)
- Create quick reads
- Final approval from adviser

## Photography and Design Check List

- Photo Variety (action, interaction, reaction) (grade, race, gender) (bird's/worm's eye)
- Action of photo goes toward center of the page
- Basic photo elements (leading lines, repetition, rule of thirds, etc)
- All elements are on the grid
- Correct page number/folio
- Threepete of color
- Correct fonts
- Theme elements
- Get editor approval
- Get adviser approval

## Final Steps

- Zoom in to check that all elements are on the grid
- Check names with index editor – highlight all names
- Spell check
- Go through SHIP CHECK LIST
- One-on-One final check with EIC
- Final approval from Adviser