

HERFF JONES

# ADVISER ASSISTANCE



SELL THOSE LAST REMAINING COPIES!

If you haven't already, submit all the paperwork to pay your final invoice before leaving for the summer. Start next year off with a clean slate! =)

Submit your beautiful yearbook for inclusion in the next volume of Portfolio by August 1st. (Link on our website: [theyearbookladies.com](http://theyearbookladies.com))

Finalize your summer workshop plans. Check out lots of locations options on our website: [theyearbookladies.com](http://theyearbookladies.com)

Get your first note out to next year's seniors/parents about portrait requirements and ad deadlines. Plan your continued communication of this information into the Fall.

Plan for summer coverage. What community events are happening? What about pre-first day school events?

Write quick thank you notes to all who assisted with this year's yearbook—including any advertisers.

Straighten up your classroom, unplug the computers, turn off the lights, lock the door. IT'S SUMMER!



**MICHELE PAOLINI & CARLA HANSEN**/HERFF JONES YEARBOOK REPRESENTATIVES

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