

NOVEMBER CHECKLIST

COVERAGE REPORTS. Begin running coverage reports right after your first deadline and then about once a week as you continue completing and submitting pages. This will help you focus on finding ways to get those not pictured students into the book.

FALL SPORTS TEAM PHOTOS. Check with each of the Fall sports coaches regarding the date of their team photos. If nothing has been scheduled with a professional photographer, ask if a yearbook photographer can set up a team photo shoot before the season is over.

CLUB PHOTOS. Touch base with the club presidents or advisers for special club events and assign a photographer to be there. Better yet, ask them to take photos and share them with you before your next deadline.

ACADEMIC PHOTOS. Send a note to all faculty members asking them for dates of class projects, experiments, performances or presentations and ask if a yearbook photographer may come in and take photos. Remember--you're looking for action/reaction moments that show off the wide range of classes students take every day.

PORTRAIT PAGES. If you don't have the portrait photos in hand, follow up with your professional photographer to get a date when the CD or link will be available. Finish up any mods or profiles you have planned for those pages so they can be finished and submitted before Winter break.

CAPTIONS. Every photo deserves a caption and every student in the photo deserves to be named. Use the caption lessons found [HERE](#) to reinforce good caption writing.

