

MAY CHECKLIST

SELL THOSE LAST BOOKS! Create one last creative way to sell those remaining books! Check out some fun ideas [HERE](#).

FINISH UP FINAL DETAILS FOR DISTRIBUTION. Print out distribution and personalization lists, coordinate final plans with all support parties on campus, assign all staffers a specific job for distribution day. Check [HERE](#) for more tips and resources..

SUBMIT YOUR SPRING SUPPLEMENT. Finish your supplement as soon as spring sports team photos come in so you have plenty of time to organize distribution with your books or before school is out.

FINAL YEARBOOK STAFF PROJECTS. Still need some ideas to keep your staffers busy now that the yearbook is done? We've got you covered. Check out our favorite end of the year projects/assignments [HERE](#).

MAKE PLANS FOR FINAL PAYMENT. Final invoices arrive after the books ship, so attend to the required paperwork now for final payment to go out before your finance offices close for the summer.

SUMMER WORKSHOPS. Take some time as a staff to do some pre-workshop brainstorming. Finalize your travel plans with parents and the workshop. If you're still considering going to a workshop, check out [OUR LIST](#) of local and destination locations.

