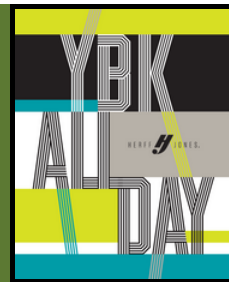


2024 DECEMBER CHECKLIST



DEADLINES. Whether or not you have a deadline this month, submit pages! Getting pages in early will be very beneficial next month when deadlines pop up very quickly upon your return.



QUALITY CONTROL. Now is a good time to assign an editor or another staff member to check all pages for consistency and accuracy. Check that all fonts are correct and run spell or name check on all red/blue wavy lines. Check all internal spacing for alignment. Make sure all photos fill their frames. Verify folio info is correct. Create your own spread check sheet, or try this [CHECKLIST](#).



SALES ASSIST. Let HJ do the sales work for you! Let's get your Sales Assist email campaign set up to begin in January. We're happy to help you get it set up in just a few clicks! [MORE INFO](#) is available here.



WINTER SPORTS. To be ready for your winter sports coverage, get the game schedules now and begin assigning photographers to games. Check with all the coaches regarding team photo dates or ask for a date a yearbook staffer can take the team photo.



RUN COVERAGE REPORTS. Look for students who are not in the book at all and plan ways to include them on future spreads. How, you ask? Interview them about school or outside activities; make a note to get a photo of them playing their sport; get a quote from them for a poll or a special mod.



CELEBRATE. Yes, there's lots of work to be done, BUT, it's important to play, too. Decorate the yearbook room for the holidays and plan a staff holiday party with reindeer games. Consider a Secret Santa or White Elephant gift exchange. After all, it's the most wonderful time of the year. 🎅

