

MARCH CHECKLIST



SUBMIT PAGES. Focus on completing and submitting pages. Don't wait for your actual deadline day--send in batches of completed pages each week running up to your final deadline.



SPRING SPORTS. If/when the sun is out, send a photographer out to the fields to capture teams practicing or scrimmaging. Interview players and coaches for their perspective on the season. Take photos of the team captains to help round out your coverage.



RUN YOUR INDEX (AGAIN!) Have a designated staffer run the index as batches of pages are finished and submitted. Trust us--you don't want to wait until everything else is finished to being the indexing process. Download this detailed [HOW-TO-INDEX PDF](#).



LAST-CHANCE BOOK SALES. Know your end date for selling books online and publicize it to those last-minute buyers. Grab social media posts [HERE](#).



RECRUITING. Keep publicizing staff openings and send out personal invitations to students recommended by faculty members. Need some recruiting support? Find everything you need [HERE](#).



PLAN YOUR SPRING SUPPLEMENT. These pages are the perfect way to include ALL your Spring sports coverage and/or those important school activities that happen after your final deadline. It's also a great way to train your new editors and younger staffers.