THE YEARBOOK LADIES

2024 MAY CHECKLIST

VARSITY YEARBOOK

☐ **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 those 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. Also finalize your travel plans with parents and the workshop. If you're still considering attending a workshop, check out OUR LIST of local workshops and destination locations.

MICHELE PAOLINI & CARLA HANSEN/VARSITY YEARBOOKS REPRESENTATIVES

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