

JUNE CHECKLIST



MAKE YOUR FINAL PAYMENT. Contact your bookkeeper and make the necessary arrangements to be sure your final invoice is paid, especially if it arrives after the last day of school.



PLAN FOR SUMMER COVERAGE. Create a way to collect information/photos on summer school-related events as well as local, regional and national events (think sports practices, community celebrations, weather events, national news, etc.)



PLAN STAFF SOCIAL EVENTS. We always say, "The staff that plays together, stays together." Have a picnic in the park day, an evening pizza party, or even a trip to the movies. Think of ways to build staff camaraderie and summer memories.



FINALIZE YOUR SUMMER WORKSHOP PLANS. There's still time to register for some workshops. Check out [OUR LIST](#) of local workshops and destination locations.



ORGANIZE YOUR DIGITAL FILES. Download PDFs of your yearbook pages to create a digital version of your yearbook. Clean out any photo archives and set up your preferred method of storing photos, story ideas, event/caption info, etc.

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