

Bishop's Peak Elementary School
Yearbook Chair
Job Description/Procedures

- Contact Yearbook publisher in early Fall to negotiate the best pricing and get details on deadlines (we used Inter-State Studio & Publishing for 2010-2011 printings and Remember Me for 2009)
- January-February: Get cover shot figured out and send to publisher
- January-February: Ask Rosemary at school to request a disk with high resolution class photos from LifeTouch, the class photographer
- February-March: Digitally place/arrange individual class photos and names into InDesign template already formatted from previous years and request other images from parents and teachers (Janet can do this through an email to teachers and the e-newsletter)
- February-March: Work with 5th and 6th graders to coordinate a marketing plan to pre-sell the yearbooks (to aid in estimating quantity and limit overruns)
- March-April: Work with 5th and 6th graders and Janet on InDesign layout, design, and accuracy. Make sure all students enrolled are included in one photo; class or other
- April 15: Submit yearbook files to publisher through their ftp site
- May: Check in with publisher to make sure book is processing in a timely manner
- Early June: Work with 5th and 6th graders to do final promotions (create signs/banners and class-to-class visits) and coordinate logistics for delivery
- Early June: Talk with Janet and Mr. Block to set aside a certain number of books for underprivileged children (don't reveal their names on any class lists, though) and set aside enough books for teachers, library, and office
- June: Release books one day prior to the end of school
- Collect yearbook money, complete verification/receipt form, and place in office safe no later than two weeks after due date. Notify Financial Secretary that money is ready for deposit
- There are a lot of details in the design work, but that would be something they would need to come in with