**EDITOR(s)-IN-CHIEF**

Before the real work begins:

\_\_\_\_\_Works directly with the advisor and co-editors-in-chief to make all **decisions** regarding the yearbook

\_\_\_\_\_Plans production schedule and ladder

\_\_\_\_\_Helps to set **deadlines** for each step of editing (Photo Editor, Copy Editor, Section Editor, Final)

\_\_\_\_\_Is actively involved in theme development

With other editors: As a LEADER/TEACHER/MANAGER:

\_\_\_\_\_Talks and works directly with the other editors and staff to ensure completion of sections

\_\_\_\_\_Meets regularly with advisor and section editors—to get and provide updates

\_\_\_\_\_Assists editors and staff with layouts, captions, photos, etc...

\_\_\_\_\_Reminds editors and staffers about the things they need to get done for each section

\_\_\_\_\_Makes sure editors are following through with their deadlines

\_\_\_\_\_Manages the production of the division pages with the Section Editors

\_\_\_\_\_Coordinates section editors during mandatory deadline meetings—TALK WITH SECTION EDITORS

With all staffers: As a LEADER/TEACHER/MANAGER:

\_\_\_\_\_Teaches the new yearbook staff members the rules and process of creating a page, writing, and

 interviewing for quotes.

\_\_\_\_\_Sets an example to all staff members, students, and staff at DHS.

\_\_\_\_\_Makes sure all yearbook staff follows the rules during business and class

General Editor Only Jobs throughout the year:

\_\_\_\_\_If editors or staffers are not doing their jobs, as a chief, they must pick up the slack and do it themselves

to get it done. NO EXCEPTIONS!

\_\_\_\_\_Is ultimately responsible for meeting ALL deadlines for ALL pages in the book

\_\_\_\_\_Check **all** spreads—if there are TWO editors…EACH EDITOR CHECKS EACH SPREAD
\_\_\_\_\_Assumes responsibility for ALL final work handed in to Ms. Bydlowski (is willing to accept the grade for

 the page).

\_\_\_\_\_Completes all proof corrections ON OWN…does NOT have staffers involved.

\_\_\_\_\_Works with design editor to design layouts

\_\_\_\_\_Creates and manages the designing of the cover and end sheets

\_\_\_\_\_Keeps up with progress of ALL spreads and makes sure corrections are made by staffogrophers—

 documenting progress for Ms. Bydlowski

As a social leader:

\_\_\_\_\_Organizes the yearbook events and outings—works on staff unity

\_\_\_\_\_Remembers birthdays and other special days staff members are celebrating

\_\_\_\_\_Talks with staff members if social problems arise

As a member of the YB staff:

\_\_\_\_\_See Staff Sheet

**STAFF**

General Duties:

\_\_\_\_\_Follows the hierarchy of Yearbook Jobs

\_\_\_\_\_Responsible for meeting ALL deadlines

\_\_\_\_\_Follows yearbook staff rules and the process of creating a page, writing, and interviewing for quotes.

For your Assigned Spreads:

\_\_\_\_\_Obtain approvals by the Section Editor, then the corresponding Editor-in-Chief, for anything related to an

assigned spread before in putting it into the spread

\_\_\_\_\_Communicate and work together with photographers in order to get quote pictures and candids done

\_\_\_\_\_ Intuitively brainstorm and write headlines, sub headlines, body copies, captions, and quote questions

\_\_\_\_\_When a photo has been approved by the photo chief, it is the responsibility of the staffer to write the

 caption for it.

\_\_\_\_\_Keeps up with progress of spreads and makes sure corrections are made

\_\_\_\_\_Talk and work directly with the staff to ensure completion of spreads.

\_\_\_\_\_Writes stories and captions

\_\_\_\_\_Proof-reads copy, edits spread for grammar and content, and checks spreads

\_\_\_\_\_Assist editors and staff with any help: layouts, captions, etc...

\_\_\_\_\_Index assigned pages before and after proofs are completed.

\_\_\_\_\_Create required copies of assigned spreads.

Business Responsibilities:

\_\_\_\_\_Create a list of business contacts

\_\_\_\_\_Submits ideas for money making

\_\_\_\_\_Calls and visits businesses

Extra Duties:

\_\_\_\_\_Deliver passes, make posters, advertise the yearbook

\_\_\_\_\_Works on staff unity

\_\_\_\_\_Puts forth additional time outside of the Yearbook period to complete necessary work

\_\_\_\_\_Everyone is required to help each other. It is never out of your way to help somebody if they need it.

\_\_\_\_\_The most important thing that all staffers, and anybody else in yearbook are required to do is to have fun!

\_\_\_\_\_Prepared to work the entire 73 minutes everyday

**PHOTOGRAPHER**

General Duties:

\_\_\_\_\_Once assigned a spread, the photographer has the responsibility of taking pictures for various groups

 and/or organizations. It may require being excused from class or locations on and off the campus.

\_\_\_\_\_Looks at the assigned layouts to see what pictures are needed

\_\_\_\_\_Responsible for taking any assigned pictures.

\_\_\_\_\_Makes arrangements for photos to be shot if cannot attend the event scheduled for

\_\_\_\_\_Attends **at least 3** events/games for **each** sport/club/organizations on assigned spreads

\_\_\_\_\_Take a variety of pictures and lots of them. It takes many shots to achieve the memorable one.

\_\_\_\_\_Take notes about photos, 5 W’s & H, for caption info

\_\_\_\_\_Responsible for taking down names and typing in names in group photos

\_\_\_\_\_Upload and maintain your own pictures

\_\_\_\_\_Obtains approval by the Photo Editor-in-Chief

\_\_\_\_\_Once pictures are approved by Photo Editor-in-Chief, place the picture on the spread and give a copy of

 the photo and notes to the staffer in order to write the caption

\_\_\_\_\_It isn’t mandatory to bring your own camera, but it is recommended