

Yearbook Spread Checklist

Name: _____ Spread# _____ File Name: 02963-_____ Due: _____

√ S	√ T	Checklist
		Envelope filled out
		Materials collected (photos, stats, etc.)
		Contact sheet created, labeled, & printed
		Sketch created
		Sketch approved Teacher approval _____, date _____
		Template used (2006Yearbook)
		File saved in correct format 02963-002-003-SR
		File saved in correct folder on server
		Page #'s changed on master pages
		Business Ad added/deleted as required
		Text/Graphics/Photos saved on pages not Master pages
		Image In used for photos
		ClipArt placed not pasted into file
		Artwork other than HJ, saved at 300 resolution, labeled,& saved as jpeg in artwork folder. 02963-002-003Artwork
		Captions created for photos
		Spellcheck ran
		Fonts used listed in special instructions
		Fonts copied into a folder on server 02963-002-003Fonts
		Proofread by creator
		Printed
		Proofread by Kayla or Chantel _____, date _____
		Proofread suggestions/corrections attached
		Save for Service Provider Ran & links fixed
		Print copy to turn in
		Checklist attached and filled out under √S
		Approval for FINAL Print Given _____, date _____
		Print 3 copies, place in envelope, turn in