

YEARBOOK STAFF MEMBER _____

PAGE NUMBER OF SPREAD _____

Subject of Spread _____

2019 – 2020 CVHS Yearbook Spread Checklist

- _____ Is your page number on your spread correct? (D)
- _____ Is all your copy(TITLE,SUBTITLE,CAPTIONS,STORY) correctly formatted (including captions and interviews)? (C)
- _____ Are your photos the best that they can be (edited, cropped, clear, etc.)? (P)
- _____ Have you taken every opportunity to get photos? (P)
- _____ Did you expand your coverage? (E)
- _____ Did you tag everyone pictured? (E)
- _____ Do your captions tell the story of what is in the picture? (P)
- _____ Is Feature photo is the BEST image on the page? (P)
- _____ Did you give credit where credit is earned (photographer/writer)? (C)
- _____ Did you use your class time wisely? (E)
- _____ Did you ask valuable questions in your interviews and incorporate them in your write up? (C)
- _____ Did you carry out the theme of the book to the best of your ability? (E)
- _____ Are ALL of the names of the people on your spread spelled correctly? (C)
- _____ Editors checklist? (E)
- _____ Is the quality of the photo publication worthy? (P)
- _____ Is all the copy up to Big Red standards? (C)
- _____ Is there a variety of people covered on the spread? (E)
- _____ Are your folios correct(LEFT SIDE - THEME/RIGHT SIDE – TITLE OF SPREAD) (D)
- _____ Is the spread complete? (E)

Design Editor(D) Initials _____
COMMENTS:

Copy Editor(C) Initials _____
COMMENTS:

Photo Editor(P) Initials _____
COMMENTS:

Editor-in-Chief (E) Initials _____
COMMENTS:

Advisor Initials _____
COMMENTS: