

# Yearbook Daily Log

Name \_\_\_\_\_

Week of \_\_\_\_\_ Hour \_\_\_\_\_

I am working on page # \_\_\_\_\_, which is \_\_\_\_\_, in the \_\_\_\_\_ section of the yearbook. This is deadline # \_\_\_\_\_ for me.

MONDAY Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**List of things to do (cross off as you complete these items):**

- Read & review last year's page
- Look at photos on YTO
- Tag people in all photos
- Take more photos
- Conduct interviews 1 2 3 4 5 6 7 \_\_\_\_\_
- Make adjustments to layout
- Check picas on layout
- Place digital photos on page
- Check popularity against '11 index
- Replace popular people for less featured ones
- Check all names against names list
- Get photo approval from teacher
- Write captions for photos
- Write & design headline
- Type all text into computer
- Spellcheck & edit text
- Get text & layout approval from teacher
- Revise again and again
- Final okay by teacher
- Print final for editing
- Turn in envelope to editors

TUESDAY Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WEDNESDAY Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

THURSDAY Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other tasks as assigned:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FRIDAY Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please note that writing "worked on page" is worth NO POINTS. You earn five points for each day you are here and ON TASK. You must fill out this form in detail describing how you spent the hour. You do not get credit if you are not here; you will have to make up the points in other ways when you are absent for ANY reason.