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

Rate yourself on a scale of 1-5 (1 = “weak,” 5 = “to perfection”)

for the following jobs that have been assigned to you in your position, THEN explain yourself.

\_\_\_\_\_ **Decision making for the yearbook**

Explain how you have worked directly with the advisor and co-editors-in-chief to make ALL **decisions**

regarding the yearbook?

\_\_\_\_\_**Planning and production of the YB schedule and ladder**

Explain your role in producing the schedule and the ladder.

\_\_\_\_\_**Helps to set and enforce deadlines for each step of editing (Photo, Copy, Section, Final)**

 Explain how you have ensured all pages are to perfection at each deadline.

\_\_\_\_\_**Involved in theme development**

 Explain how you have been actively involved in the theme development for the YB.

*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

As a **EDITOR** throughout the year:

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

 yourself 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. Hasley (is willing to accept the grade for

 the page).

\_\_\_\_\_Completes all proof corrections ON OWN…by the deadline set by Mrs. Hasley…and 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 Mrs. Hasley

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

\_\_\_\_\_Place EXCELLENT photos

\_\_\_\_\_Pace self on the progress of spreads and makes sure corrections are made

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

\_\_\_\_\_Works well independently

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

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

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

**Extra Duties:**

\_\_\_\_\_Deliver items, make posters, advertise the yearbook—anything that needs to be done if you are just

 hanging around with “nothing to do”

\_\_\_\_\_Works on staff unity—maintains a **positive attitude** about working with everyone in the class

\_\_\_\_\_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.

\_\_\_\_\_Works the entire 50 minutes everyday

***Please take the time to write explanations if you think that Mrs. Hasley may not agree with your points!***

**PHOTOGRAPHER**

**General Duties:**

\_\_\_\_\_Look at your assigned layouts to see what pictures are needed

\_\_\_\_\_Responsible for taking (or getting) any assigned pictures—during or outside of school—no excuses

\_\_\_\_\_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 QUALITY pictures (and lots of them) for your page

\_\_\_\_\_Take factual notes about your 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—do not let your photos go!

\_\_\_\_\_Takes constructive criticism from editors and advisor about photo recommendations

\_\_\_\_\_Once pictures are approved, they are placed on the spread and an appropriate caption is written

Again,

***Please take the time to write explanations if you think that Mrs. Hasley may not agree with your points!***

\*She will be completing the exact sheet for YOU with explanations. Be sure you are honest with your evaluations of yourself and the job you do in yearbook!