**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