Weekly Calendar for Statesman Deadlines

	Monday	Tuesday	Wednesday	Thursday	Friday	The Weekend
PREWEEK	Critique of your previous weekly spread	Story idea day. Groups will be generating story ideas, collecting them and giving them to you. You should be generating story ideas for the day as well. Find out what events you need to cover.	Put in photo requests for next week. You and partner will be responsible for all photos; however, you may ask two shoots to be done by another staffer. These requests need to be filled out and given to the photographers as well as editor. It's imperative this is taken care of today. Make sure you have a mix of sports, classes, and clubs and a tag (Ratio 4:4:1)	Get your template spread open and change the dates, page number and get your side bar set if you have one. Begin sketching changes to spread. Consult editor with questions on design. You should not change more than three mods.	Finish setting sidebar if you have one and making sure your photos folder is ready within yearbook avenue. Decide what your dominant story/photo is going to be.	Not really much to do this weekend. Relax and enjoy it. Write questions for your story over the weekend. That should be about it.
YOUR WEEK	This is your week. Be on your game. Each day this week you should be working to ask what's going on to see if something pops up. If you need to get a last minute photo request in, that's fine. Just keep it to one or two at the most. Create a sketch of spread.	Meet with Editor to talk about the sketch of your spread. Info gathering for all items should take place this week. Photo polls and pics should be taken and story interviews need to be done.	Continue gathering info. All info for the first half of the week should be gathered by the end of the day.	First half of week begins to be entered into yearbook avenue. Second half of week begins gathering info for the spread.	First half of week should have all photo polls and quiz questions placed on spread. Second half of week should be finalizing info gathering.	
PRODUCTION #1	You will submit a list of all photos shot during the previous week. List needs to be submitted to Erin and Lynch by Tuesday at the latest (via Google Docs). You need to look back over your initial sketch and make sure you need to make no changes and access what info you still need to gather.	Photos need to be chosen and edited. Once edited, they need to uploaded to your photo folder in yearbook avenue.	Stories are due by the end of the day. Please make sure they are typed on a Google Doc and shared with Erin, copy editor, and Lynch. One mod should be mostly complete.	Story should be working through copy system. Work edits so story can be done in the next few days. The copy team will be working on it.	Infographic information should be gathered and on the page. It doesn't need to be formatted, but it needs to be gathered and on the page. At least three mods should be complete.	
PRODUCTION #2	Work to make sure all cutouts are finished, drop shadows have been inserted and they are placed on the page. Make sure you look at the sample spread today to see that your spread is looking like a standard weekly spread.	All photos need to be placed on the page. Four mods should be complete.	All mods should be done by the day's end	Run spell and name check. Spread should be complete today. You need to print off your final spread and take it home for editing. Also, have a style guide to check your page against.	Make edits to your page from last night. Print a copy of your spread out for Erin and Lynch. The spread really should be clean with few to no errors.	
PRODUCTION #3	Fix edits from the editor and look at comments from Lynch	Final day to fix things on your spread. It needs to be done and ready to submit by day's end. Print final copy of spread off at end of day and give to editor for final approval.	Submit page to Jostens. Index all photos, stories, and names.	Complete Publication Grade Sheet and submit to Erin. Place in folder: • all interview questions and notes (with signature of interviewee) • printed all Google Docs from this spread.	Rest and relax	