

## 2nd DEADLINE ASSIGNMENTS

**Due: November 20, 2009**

**Administration/Staff Pages:** names, job titles, job descriptions, human interest stories(questionnaire(look on school website) hobbies, past work experience, life lessons, best part of job,about West, favorite places, etc)

**Academic Pages:** Names of department staff, courses offered, student quotes pertaining to various classes, special projects, field trips in the departments; see dept. manager

**Athletics:** Coaches and athletes' quotes, scores, highlights of the season, team members honors, team picture, candid

**Division Pages:** Keep same format

### Page Assignments:

**Ashlee Dark** –110-111 (Admin/staff Div), 122-123 (Academic Div), 144-145 (Orgs./Clubs Div),

**168-169 (Athletics Div), 116-117 (Support Staff/Cooks),**

**Lauren Chrzanowski** –110-111(Admin/staff Div), 122-123 (Academic Div), 144-145 (Athletics Div), 168-169(Orgs./Clubs Div), 114-115 (counseling/library)

**Brittany Walker** – 6-7, 8-9 (Homecoming)

**Emily Davis** --- 6-7, 8-9 (Homecoming)

**Matt Cox**– 182-183 (Varsity Soccer), 128(Concert Choir), 129 (collage)

**Marlena Boller** – 98-99, 100-101 (8<sup>th</sup> grade mugs)

**Alyssa Fielder** –102-103, 104-105 (8<sup>th</sup> grade mugs)

**Brittany Rolston** –106-107, 108-109 (8<sup>th</sup> grade mugs)

**Brad Deane**– 118-119, 120-121 (teacher mugs/candid)

**Catherine Benscoter** – 124-125 (Art ), 184-185 (jv soccer/Girls golf)

**Shannon Miller**- 132, 133(English/Foreign Language), 134-135 (Life Management/Industrial Arts)

**Shelley Hunyady**– 136-137 (Vocational Education/Phys. Ed), 138-139 (Science/Math)

**Ashley Byers** – 140-141( Social Science/Humanities), 142-143(8<sup>th</sup> grade band/choir)

**Jocelyn Fenslau** – 146-147 (Student Council), 148-149 (Key Club/Omni Counsel)

**Rachel Grobbel**—150-151(8<sup>th</sup> grade Student Council/Spanish Club), 152-153 (NHS/Peer Resistance)

**Nate Scharrer** - 170-171 (Varsity Football), 172 – 173 (JV/Freshman Football)

**Steve Gallant** – 174-175 (8<sup>th</sup> Grade Football/8<sup>th</sup> Cross Country, 112-113 (administrators),

**Jessica Eckel** - 176-177 (Girls Varsity volleyball Ball), 178-179 (Girls JV volleyball/Girls Freshman volleyball)

**Matt Medon**– 180-181( 8<sup>th</sup> Grade Girls Basketball/8<sup>th</sup> grade Cheerleaders), 126 – 127 (Band)

**Steve Anderson** – 186-187(Boys Tennis/Cross Country), 130-131 (Business/Computer Science)

**Jessica and Katie:** 8th grade candid as needed, Take all staff photos for those staff who did not have their pictures taken on "picture day". All 2nd deadline pictures; drama dress rehearsal pictures --see the drama director for best times(email?); make sure stage lights are ON – all cast picture; all academics; clubs; foreign exchange students. Take business pics for business ads with non-yearbook staff: See Lauren/Nikki for businesses with ½ or full page ads that have room for student pics; find out which ¼ page businesses have requested student pics and arrange to take those. Check with staff to see what pictures they need for their pages.

**Lauren and Nikki:** After the November book order period, bill all businesses who have not paid for their contracted ad; this will be their 2nd invoice, record the date the invoice was sent on the contract in our business file and also the date the payment was received on the contract. Record the same info in your notebook. Your notebook should reflect ALL payment information that is on the contracts. Mark "billed" and "paid" anywhere on the contract and also the DATE. Also, make sure we have the art work for all the businesses that were to be supplied by the businesses. Let me know businesses who said they'd supply art work but haven't. Take Yearbook sign down at the end of each sales period and put it up again at the beginning of a new sales period; November book sales(1st 2 weeks of Nov); November is the last time to order a book with a name on it. After the November sales period ends, type a list of students with names in foil(let me edit it) and fax to Jostens. Keep a list of Yearbook staff orders Let me know who has ordered books. Continually update student database(last name, first name, grade, name in foil) and businesses database; Keep updated the PAGE BOOK of all yearbook pages submitted by staff. Verify and organize all incoming proud parent ads. Prepare rough page design for all proud parent and business Ad pages. See me for instructions on preparing rough page design for all proud parent and business Ad pages. CHECK THE MAILBOX DAILY AND KEEP UP ON PAPERWORK. Be sure to ask about the details of any of these assignments.