



Prepare for next year by re-ordering supplies. After you consider what did and didn't work last year, set up a system for digital photo organization. Then create new forms branded with your new theme and logo: photo planning sheets, interview forms, and caption, story and design self-evaluation check lists.

Contact the school secretary and athletic director (AD) to get the district and school calendars and athletic schedules. (Throw out the old ones.) These will help you plan coverage and deadlines. Also, have the AD provide you with names and contact information for coaches and practice schedules for teams. You will also need summer practice schedules for any groups who practice or attend camps or travel during the summer (marching band, drill team, foreign language clubs, cheerleaders, etc.) If groups attend off-campus camps, have them upload pictures to your Image Share app. (Instruct them about the kinds of photos you will use.)

Before you leave for the year, establish a line of communication with your professional photographer(s). Set up dates for group shots, team photos (fall, winter, spring), faculty, underclass and senior portraits. (Consider shooting faculty portraits before Open House.) Also, schedule dates to receive the photos.

Last, but certainly not least, talk to your yearbook rep. about budget, deadlines, cover possibilities, etc. Schedule a time to meet again before school starts.

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