

TIMELY TIPS

Staff Management

Mapping Your Spring Production Workflow

OBJECTIVE

Students will evaluate the yearbook's spring workflow and create a checklist and plan to stay on track with deadlines, coverage and final production tasks.

MATERIALS NEEDED

- Whiteboard or projector
- Ladder
- Printed or digital copy of the [Walsworth Adviser Timeline Checklists](#)
- School calendar for upcoming spring events

PART 1

INTRODUCTION (5 MINUTES)

Ask students:

- What parts of the yearbook are still unfinished?
- What events are still happening this spring?
- What tasks must be completed before the final deadline?

During this time staffs must:

- Ensure complete and comprehensive coverage of all events
- Stay on top of deadlines
- Complete indexing and ensuring accuracy
- Prepare final elements like the colophon

PART 2

SPRING WORKFLOW AUDIT (20 MINUTES)

Have students review their current book progress using a checklist based on real yearbook production tasks. Divide students into small groups and assign each group one production area. Groups should review the checklist and determine the status of each item:

Coverage

- Continue coverage of winter sports and events and ensure all gaps are filled in regards to interviews, photography and additional research needed for storytelling and modular packages
- Begin coverage of spring sports and activities using the school calendar and assign beats accordingly

Production

- Check all spreads on the ladder for missing content
- Confirm pages are assigned and in progress
- Track upcoming deadlines

Indexing

- Continue indexing completed pages
- Check spelling and page accuracy
- Prepare to submit the index with appropriate mods and secondary coverage

Final Elements

- Begin drafting the colophon
- Verify final page count
- Confirm copy counts and book order numbers

LESSON CONTINUED ON NEXT PAGE

PART 3

BUILDING A SPRING CHECKLIST (20 MINUTES)

Now students will create their own staff checklist to manage the remaining weeks of production.

As a class, compile a checklist including key spring tasks:

Coverage

- Assign photographers to spring sports and activities
- Schedule interviews for upcoming events
- Confirm final coverage for clubs, academics and student life
- Determine last day for seniors and ensure interviews are conducted prior to their departure

Deadlines

- Verify upcoming page deadlines
- Check spread completion status weekly
- Confirm final submission timeline

Production

- Continue indexing finished spreads
- Review captions, headlines and copy
- Finalize the colophon page
- Review the ladder to confirm all pages are planned

PART 4

WRAP-UP AND IMPLEMENTATION (5 MINUTES)

Bring the class back together and discuss:

- Which spring tasks will be the most challenging?
- What systems can help the staff stay organized?
- How will you make sure deadlines are met?

As a staff, assign responsibility for key spring tasks:

- Spring sports coverage lead
- Index editor
- Deadline tracker
- Final proofing team

Encourage students to revisit their checklist weekly to track progress and avoid last-minute stress.