

Publications Pacing Guide for 2016-2017 by Mark J. Sosnowski

Months	SEPTEMBER				OCTOBER				NOVEMBER				DECEMBER				JANUARY				FEBRUARY				MARCH				APRIL				MAY				JUNE	
Week #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38
1 & 2	Welcome to the course, introduction to Yearbook Avenue software, assigning of jobs to staff, developing of yearbook theme, planning for advertising sales, distribute yearbook from previous year, start sales campaign for the current school year's book, and distribute information to Senior parents about yearbook and composite photos as well as senior ads.				Continue photographing of fall events, upload photos into Yearbook Avenue, design of fall pages, and continue ad sales and book sales campaign.				Wrap up work on fall pages, wrap up ad sales campaign, continue to sell senior ads, collect senior photos for the yearbook and composite. Additionally, photographers are assigned events to cover during the winter months.				Edit and submit fall pages, upload senior photos into Yearbook Avenue, work on student mug shot pages for grades 9-11, work on disruption spreads During this time of year photographers take pictures of winter events.				Continue disruption spread work, continue work on senior portrait section, and photograph winter events.				The same tasks from January are continued to be carried out.				The same tasks from January and February are continued to be carried out.				Pages from the winter are designed, ad pages begin development, and work continues on senior section pages. Spring events are photographed. Spring sales campaign continues.				Any last minute sales are entered, work continues on spring section pages. Spring events continue to be photographed.				All remaining pages are edited and submitted. The yearbook typically wraps up production a few days after graduation.	
3 & 4	Take photos of fall events, tag and upload photos into Yearbook Avenue, work on page fall design, conduct senior mock elections, start ad sales campaign, and continue fall sales campaign.				The same tasks listed get carried out during the remaining portion of the month.				Edit and revise fall pages and prepare fall pages for submission.				Continue work on senior photo pages, submit mug shot pages for grades 9-11, continue work on disruption spreads Continue photographing winter events				The same tasks are continued from above.				The same tasks from January are continued to be carried out.				It is around this time that trimester 3 begins. During this time, new staff members get orientated into Yearbook Avenue. Additionally, page assignments for the spring events are handled. Lastly, spring sales campaign kicks off.				Senior mug shot and mock election pages are edited and submitted, work begins on spring sports pages, work continues on ad pages. Spring events are photographed. Spring sales campaign wraps up.				As spring events wind down, pages are edited and submitted. Ad sales pages are submitted as they are wrapped up and edited.				N/A	

Please make note of the fact that under the current trimester model, the entire yearbook staff meets as a formal class during terms 1 and 3. Currently, the editors stay on as independent studies during the winter term. In the event, our school returns to a semester model, we really need to offer this course as a two term elective. In a semester model, class periods would be shorter, hence the need for the class to be two terms.