**Yearbook Proofreader Guidelines**

Proofreaders will need to check for the following:

1. Correct name spelling on class pages, team pages, and group pages – students, faculty, coaches, parent volunteers.
2. Correct spelling overall.
3. Equal coverage of ALL children in each class (specifically for the class pages).  As proofreader, you are responsible for making sure all children are sufficiently represented. Check in with Room Parents in January for changes in enrollment; we may have new students to add.
4. Make sure that all students are represented in team photos.
5. Check for duplicates: the same picture used in two (or more) spreads. Ideally, be able to reference a suitable replacement.
6. Note your corrections or approval in comments and sign with your name eg. All students represented - APPROVED - Rachel

Names should be formatted throughout the yearbook consistently:

* + First Name, then Last Name.
	+ Always begin with the back row (group or team photos).
	+ Names should be listed from left to right.

Proofreading means carefully checking for errors in a text before it is published or shared. It is the very last stage of the Yearbook process, where the proofreader fixes minor spelling and punctuation mistakes, typos, formatting issues and inconsistencies. Please use the School Family Directory, and the school website for reference.