**SEPTEMBER**

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| **** | **TASK** | **WHO** |
|  | **1st Team Meeting** | Rachel, Leo, Joan, Katie |
|  | **InDesign Templates Distributed** | Leo & Joan |
|  | **Draft order forms (book form, ad form & info, AND staff/faculty form)**  | Leo & Rachel |
|  | **Uploading instructions handed out/emailed** |  |
|  | **Google/Picasa account cleaned/organized – new one set up?**  | Leo |
|  | **Meet Dr. Gregg/Cost of Yearbook finalized** | Rachel |
|  | **Assistants of the Day (take photos at Assembly) – (9/25)** |  |
|  | **Look/Plan ahead for: Blessing of Animals (10/5), Harvest Festival (10/15)** |  |
|  | **8th Grade – plan for Baby Photo request to be at Parent Party (when info. about 8th Grade Video is being handed out)** | Tina  |
|  | **Swim Team – coaches’ picture (try and secure on the night of team photo – late August/early Sept.)** | Joan & Leo |
|  | **Assign Clubs/behind the scenes early in the school year (Clubs: list from office, may change/ad to during the year.)** |  |
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**OCTOBER**

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| **** | **TASK** | **WHO** |
|  | **Monday 10/2 Order Forms out in Grapevine – PLUS Staff/Faculty Forms via Mrs. Bryden (Book orders due Wednesday 11/1 Ad orders due 2/14???? )** | Leo, Rachel, Katie & Joan |
|  | **10/5 Blessing of the Animals** | Assign Photographers |
|  | **Fall Sports need to get assigned. Parent photographers (Swim, Swim List! Various Football, Girl’s Volleyball – REMEMBER to get swim coaches together in a shot, on team photo say) \*Plan ahead for different class/grade teams.** | Joan lead this??? |
|  | **School pictures/portraits – contact photographer about YB needs (this is often Holly at Ultimate Exposures?)****CAN GET CLASS PAGES DONE AS SOON AS GET THESE BACK!** | Leo & Katie & Joan |
|  | **Assign Cover designer** | Leo |
|  | **Assign photo coverage for Harvest Festival/Chili Dinner 10/21(\*\* GET committee picture at this event) – depending on date this may be a Sept. discussion point** |  |
|  | **\*Go through portion of Ladder and make assignments** |  |
|  | **10/31 Room Parent Pictures at Halloween events/other fall events (or Catholic Schools Week/Open House)** |  |
|  | **Figure out Golf team representation** | Scott |
|  | **StuCo group shot** |  |
|  | **10/31 Halloween:****•All Teacher’s picture Parade event.****•8th Grade group shot at Parade event.****•StuCo group shot at parade event.*** **Trunk or Treat**
 |  |
|  | **8th Grade: Send out email for baby Pictures (due at end of November)** | Tina |
|  | **Library – Book Fair pictures 11/5 to 11/9** |  |
|  | **Academic Decathalon Team Photo (via Mrs. Colucci, and some “action” shots too)** |  |
|  | **Committee Pictures: Library, Hot Lunch, Scholarship, Yearbook, etc. (see previous year’s page)** | Assign photographers |
|  | **Assign photographer All Saints Mass (11/1)** |  |

**NOVEMBER**

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| **** | **TASK** | **WHO** |
|  | **Wednesday 11/1 Final day to turn in YB orders** |  |
|  | **Assign someone to cover Mock Trial** |  |
|  | **Assign photography coverage for Walk-A-Thon (11/17)** |  |
|  | **Take Afterschool clubs pictures than can be taken now (IMPORTANT to finalize list – look at last year’s book, check with office to see of other new clubs – STAY ON THIS)** |  |
|  | **Scheduled date for ALL SCHOOL PHOTO Friday December 8 (confirm, office, line up photographers & helpers.**  | Leo, Rachel, Joan & Katie |
|  | **StuCo Page – get a group shot, get them at Monday announcements, mass, various StuCo events.****•Historian can be capturing spirit days** | Leo, Joan, Katie |
|  | **7th Grade: Assign coverage for 7th Grade Thanksgiving event (include group shot of the 7th graders!)** |  |
|  | **Class Pages of Yearbook can be done/proofed once portraits come back (from Ultimate Exposure)** |  |
|  | **Designers to check in with Leo on page set up and completion** |  |

**DECEMBER**

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| **** | **TASK** | **WHO** |
|  | **Email Mrs. Ward-Burch about Christmas Concert 12/19 seats for YB photographers** |  |
|  | **Assign Lead Photographer(s) for Christmas Concert 12/19** |  |
|  | **Class candid spreads can be worked on over Christmas break – make sure all pictures are uploaded.** |  |
|  | **8th Grade: Baby Photo Page, should be worked on (finalized within the month)** |  |
|  | **8th Grade: Coverage for Progressive Dinner** |  |
|  | **8th Grade: Coverage for 55+ Luncheon** |  |
|  | **8th Grade: Group shots at Christmas Concert and 55+ Luncheon** |  |
|  | **All school Picture 12/8** |  |
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**JANUARY**

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| **** | **TASK** | **WHO** |
|  | **Coverage for Boys & Girls** **Basketball, Varsity and JV****Boys JV Bball - \_\_\_\_\_\_\_\_\_\_****Boys Var BB - \_\_\_\_\_\_\_\_\_\_\_****Girls JV BB - \_\_\_\_\_\_\_\_\_\_\_\_****Girls Varsity - \_\_\_\_\_\_\_\_\_\_\_** |  |
|  | **Assign coverage for Catholic School’s Week 1/28 (family shots – Room Parent Pictures)** |  |
|  | **Assign coverage for Art Show** |  |
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|  | **8th Grade: Portraits. Contact Room parents about date. Need to have students sign their signature on white sheet of paper (for back cover of Yearbook). Can get behind the Scenes pictures if you want too.** |  |
|  | **8th Grade: Church Drawing. It is part of Art Show. Then teachers vote on winner via Mrs. Colucci. Winner is on inside front cover of book. (touch base with Mrs. Colucci about this – gather and scan pictures before she hands them back to the students.)** | Rachel – scan church drawings immediately |
|  | **8th Grade: Contact Mrs. Arciniega about Best of the Best. She will make ballot, then vote, then pictures are taken after this.** | Rachel – give scans to Leo |
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**FEBRUARY**

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| **** | **TASK** | **WHO** |
|  | **Schedule a date for Altar Server Group Pictures (email Lisa Sanders, and then all middle school & 5th grade teachers as a courteous heads up. Also let families know via Daily News the week before.)** |  |
|  | **Make sure there are enough cheerleader photos, and get a group shot.** |  |
|  | **Look at Calendar for final deadlines, print dates, 8th grade finals/YB distribution is after last final. Work backwards. Add some padding and figure out Drama Production and other end of year events.** |  |
|  | **Assign photographer for Sweethearts dance (2/3)** |  |
|  | **2/14 Ash Wednesday & Valentines’ day – if photographers available take pictures – great candids.**  |  |
|  | **Assign photographer/coverage for Academic Decathlon (event is in March)** |  |
|  | **8th Grade: Assign photographer for Passion Play (best to get at one of the dress rehearsals throughout the week – discuss with Mrs. Colucci)** |  |
|  | **Stations of the Cross – good opportunity for Religious Candids**  |  |
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**MARCH**

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| **** | **TASK** | **WHO** |
|  | **Email Mrs. Ward-Burch for seats for Spring Concert** |  |
|  | **Assign Photographers for Spring Concert 4/19 Pre to 3rd & 4/20 4th to 8th** |  |
|  | **Coverage for Academic Decathlon** |  |
|  | **Take After School Clubs pictures NOW** |  |
|  | **Coverage for St. Joseph’s (Spaghetti) Dinner (3/24)** |  |
|  | **Altar Server Picture Taken this month (plan ahead – 4 ppl needed: 1-photographer, 1-list/kid gatherer, 2 for clothing)** |  |
|  | **8th Grade: Schedule date for 8th Grade Goodbye Picture (in front of church, by the St. Francis Statue. All kids in SFDS Uniform. Work with Mrs. Arciniega. Don’t wait until too late. Desire 100% attendance and working with free dress & other events can be tricky)** |  |
|  | **8th Grade Portraits – communicate with room coordinator about getting access to final choice pictures of each student** |  |
|  | **Keep eye out/take pictures of NEW STUDENTS/NEW FACULTY** |  |
|  | **Email/Contact StuCo President about writing their letter for yearbook (due after spring break)** |  |
|  | **Email/Contact Historian about their page in yearbook.** |  |

**APRIL**

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| **** | **TASK** | **WHO** |
|  | **Coverage for Girl’s Softball and Boys Volleyball** |  |
|  | **Email Dr. Gregg with thoughts on final distribution dates to keep her in the loop (8th grade on last day of their finals – rest of school the following Monday/Tuesday)** | Rachel |
|  | **Send Dr. Gregg a .pdf version of the book when it is close to completion** | Leo |
|  | **Work with office to get names of new students who joined school in the middle of the year. Take those pictures.** |  |
|  | **Festival Photographers assigned / folders made for favorites/others** |  |
|  | **8th Grade Portraits – Should have been finalized by now, and can start layout of that page in yearbook** |  |
|  | **8th Grade Goodbye photo for end of book. Plan ahead with this (tricky because of attendance and free dress)** |  |
|  | **8th Grade – Passion Play (take pics on dress rehearsal day – easier to get good shots)**  |  |
|  | **International Day (4/11)** |  |

**MAY**

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| **** | **TASK** | **WHO** |
|  | **Assign photographer for Drama (get tickets from Mrs. Ward-Burch, do not wait for Sunday night show – go Saturday night or Friday dress rehearsal)** |  |
|  | **Assign photographer for First Communion** |  |
|  | **Assign photographer for May Crowning – last year no May Crowning pictures because of due date of book**  |  |
|  | **Plan YB Team Party!** |  |
|  | **8th Grade: May Crowning group shot. Before the event outside side of church.** |  |
|  | **Floating events: STEAM, International Day, Cyber Event (may move in school calendar), Science Fair** |  |
|  |  **Pep Rally: Get any missing group shots**  |  |
|  | **8th Grade Finals – May 23/24 Distribute books May 24th for 8th Grade, May 25 for everyone else** |  |
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|  | **DISTRIBUTE BOOKS TO SCHOOL!** |  |