



# CHECKLIST

## **Get Organized**

Recruit volunteers and assign jobs!

- take pictures
- create pages
- promote sales
- collect money
- distribute finished books

## **Collect Photos**

In PICTAVO, enable "Community" and create folders so your parents/teachers/families can easily upload their pictures.

## **Sell Yearbooks/Take Preorders**

Start early and keep going!

- Include a "Yearbook" blurb in your Monthly Newsletter!
- Put up posters and reminders at the main entrance and hallways (remember to include the deadline date)!
- Contact your yearbook consultant to purchase a personalized banner!

## **Create Your Yearbook**

Be creative to make your yearbooks uniquely yours!

- Assign pages/sections!
- Select colorful backgrounds!
- Use fun clip art, use shadows, frames/borders to make your pictures POP!

## **Proof it!**

Print and share your yearbook with as many people as possible. Check to make sure all your kids are included – so no child is left out. Check all spelling, especially names. It's always a good idea to proof more than once!

## **Submit Your Yearbook**

It's easy to do! Follow directions in your software/kit and submit by your due date to ensure you receive your yearbooks by your requested date.

## **Distribute Your Yearbook**

All your efforts will have been worthwhile when you see your families' happy reactions!

If you have any questions along the way, contact your personal Yearbook Consultant for assistance at 800-226-3126, or for software help, call PICTAVO tech support at 800-594-2324. We're here to help you have an enjoyable yearbook experience!

