**YEARBOOK STAFF DATA SHEET**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mailing Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name of Parent/Guardian:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Cell Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent/Guardian Work Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is your birthday?

 \_\_\_\_\_ /\_\_\_\_\_ /\_\_\_\_\_

List your class schedule for this semester.

1.

2.

3.

4.

5.

6.

In addition to yearbook, what other school activities are you

Participating in this year? (Sports, clubs, organizations) This information will help me assign you to a group and assign your individual spreads.

Would you be interesting in being a Group Editor, Sales Manager or part of the Marketing Team?

**Circle One**

**Group Editor** **(4 or 5):** The Group Editor is in charge of their group. The editor makes sure everyone is on task and is a runner for all group members. Before a mini deadline is due midweek the editor will conduct a staff proofreading session, ensuring that all pages are error-free or that proper corrections are made before they are due to the advisor at the end of the week. The editor also does a final review before all pages are sent to the printing press. Yearbook editors review all proofs from the printer, and fix any problems that arise.

**Sales Manager (1):** The Sales Manager keeps track of sales by reporting to the ASB clerk every two weeks to collect a sales report. The Sales Manager also calculates percentage of books sold and sets sales goals.

**Marketing Team (3):** The marketing team will come up with various marketing schemes to advertise the books and carry out the advertising project. The Marketing team will also make yearbook presentations at Rallies. Must be an excellent public speaker.

**Online Advertising Manager (1):** The Online Advertising Manager will have control of the Yearbook Facebook account and post upcoming events, yearbook sales and specials.

**Regular Staff Member:** Work on assigned spreads, proof read spreads and help the marketing team with projects.