Yearbook spread
The following checklist must be attached with a paper clip before you turn in your final layout for editing.

checklist

Name: **Page numbers:**

Spread Topic: **Due Date:**

_____ 1. Cross checked all names on spread against Hit List for correct spelling.

_____ 2. Pages are numbered correctly (double check with the ladder).

_____ 3. Folios are properly placed and styled.

_____ 4. Body copy is free of spelling and grammatical errors.

_____ 5. Body copy is written in past tense.

_____ 6. Spread has been spell checked. (If you don't know how to do this - ASK!)

_____ 7. Photos are properly placed (not squished or stretched).

_____ 8. Links are checked and okay.

_____ 9. Every photo has a caption that is at least three sentences long and includes a quote.

_____ 10. Layout was checked by editor of yearbook.

Signature of yearbook editor _____

Adviser Signature _____

Each step in the process is worth 10 points, for a total of 100 points per completed spread. This is in addition to the 25 weekly module points.

If you turn the spread in early, you may receive 5 points of extra credit on the checklist.

Date completed: