

Supervising Editor-in-Chief:

Oversees production of the yearbook from planning stages through final checking of proofs from the publishing company.

Plans ladder to meet all deadlines and keeps ladder current in excel.

Responsible for cover and consistent page design.

Responsible for developing theme.

Responsible for staff unity and climate.

Oversees layouts.

Exercises authority over all aspects of yearbook content and production.

Coordinates daily with managing editors

Coordinates weekly briefing with entire staff. .

Assists photo and copy editors to encourage book consistency.

Addresses all comments and concerns directed toward the yearbook.

Responsible for staffing all yearbook positions.

Works with the adviser to coordinate marketing efforts.

Works with adviser planning, editing, producing, distributing final book.

Managing Editor-in-Chief:

Assists the Editor-in-chief in all day-to-day operations.

Oversees surveys, special pages, theme implementation.

Provides guidance and assistance to all staff members.

Provides assistance with In Design, Photoshop, and camera operation.

Oversees the punctuality of all deadlines, stories, photos, layouts, art work.

Assists in staffing positions.

Gives copy and photo list of assignments to be covered.

Oversees camera check out procedures and equipment charging.

Copy Editor: Checks all copy for spelling and content issues.

Photo Editor: Checks all photos for quality and possible improvement.

Art Editor: Responsible for art coordination throughout the book.

Video Editor: Responsible for any video associated with the book.

Photographer: responsible for getting photos taken and uploaded.

Senior Section Head: Responsible for senior section.

Staff Section Head: Responsible for staff section

Activities Section Head: Responsible for activities coverage.

Feature Editor: Responsible for developing feature coverage.

Staff member: Worker bee.