

Please Post

Contact/Deadline Information for the 2009-2010 school year

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Update YOUR information for us at:
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Important Dates and Information for the 2009-2010 school year

Covers

Spring Schools (April or May delivery)
School designed cover deadline -

August 28th

Complete Year Schools (July or August delivery)
School designed cover deadline -

December 1st

Endsheets

Spring Schools (April or May delivery)
School designed deadline -

4 Color - October 15th, SF/B

1 or 2 Color - First Copy Date, SF/B

Complete Year Schools (July or August delivery)
School designed deadline -

4 Color - March 15th, SF/B

1 or 2 Color - First Copy Date, SF/B

Final Copy Count*

Spring Schools (April or May delivery)

January 25th

Complete Year Schools (July or August delivery)

April 25th

Personalization*

Spring Schools (April or May delivery)

January 25th

Complete Year Schools (July or August delivery)

April 25th

*JDS School deadlines 2/21 and 5/21 respectively!

Color 101 (Milestone and YT Pro - 2 multiples)

Spring Schools (April or May delivery)

First Copy Date

Complete Year Schools (July or August delivery)

April 1st

Other Important Information

Proofs

Covers

Proofs will be on Yearbook Avenue unless otherwise specified. If not approved by the date listed, the plant will assume tacit approval and continue production.

InDesign YearTech pages

Please work to send pages back in three school days (weekends, holidays, snow days, are exempt). Late fees can be charged.

YTO pages are self-proof on-line.

Panel Flow

Remember to tell your photographer that you need a high resolution CD for yearbook production. Let them know if it should be all color or all black and white depending on your needs. Be proactive on setting your retake day. Send your CD to Jostens in Topeka **AFTER** retakes are done. Galley proofs of mugs should be returned to Jostens within three days. YTO schools will proof on-line. If you use the new portrait editor, **wait** to load those onto your machine until retakes are done.