

2015 CVHS Yearbook Spread Checklist

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	Have you checked to make sure that everything is spelled correctly and everything is punctuated correctly?	
	Have you checked your make sure the layout is correct for your section?	
	Are all of your pictures cropped correctly, are they focused and edited (red-eye, blemish clean-up, etc.)? (if applicable)	
	Did you apply effects, overlays, etc in Pixlr and or Photoshop? (if applicable)	
	Do your captions tell the story of what is in the picture?	
	Are ALL of the names spelled correctly in copy?	
	Does the copy flow, does it tell the ENTIRE story through an ALTERNATIVE MEANS?	
	Does your feature photo say everything that needs to be said in regards to what you are covering?	
	Is your layout cohesive with the topic/event that you are covering?	
	Is your folio in place?	
	Is your write-up AT LEAST 250 words?	
	Are your paragraphs all justified? (blocked)	
	Do you have a title and a subtitle?	
	Are your titles lined up properly?	
	Have your title/subtitle been approved?	
	Are your captions numbered to match the picture? (if necessary)	
	Are your quotes italicized and quotation marks placed around them?	
	Can you still see the page number on the page?	
	Is your font for SUBTITLE AND COPY MIXAGE?	
	Is your copy font between a size 10-12 (preferably a size 10) and your subtitle font 3 sizes larger than copy font?	
	Are there any faces in the gutter?	
	Are all of your photos tagged, numbered on spread and indexed?	
	Are all of you photos crisp, clear and NOT PIXELATED?	
	Is everything aligned as it should be?	
	Are your title, subtitle and copy aligned?	
	Is your name listed on the page as writer/photographer? <i>(if someone else took pictures, like a parent, you need to give them credit too.</i>	
	Do you have photos that pass the bleed line? Do faces get cut off?	
	Did you have FULL coverage on your spread (title, photos & copy)? <i>This means have you covered the mass of the student body?</i>	
	Have you done the BEST job that you could on this? Is everything as perfect as you would like it to be? AND Have you made sure that you are not just DONE, but that it is GREAT?	