

# YEARBOOK EDITOR

The yearbook editor is responsible for securing all information for the yearbook and for making arrangements for printing. This position is to be filled on the club's regular standing committee sign-up day.

## PROCEDURES:

1. Start gathering information early in the fall (September)
2. Refer to "Ideas for Club Yearbook" printout found in Editor Notebook
3. Look over previous yearbooks to acquaint yourself with format
4. Obtain and review CD that has info pertaining to yearbook contents
5. Use an extra previous year's yearbook to mark pages and info that needs to be changed and/or updated.
6. Get monthly program worksheets from first vice president by November 1 and get monthly hostess and venue information from the second vice president by November 1st.
7. The yearbook needs to be printed and ready for distribution to members at the first club meeting in March.
8. When all yearbook information is updated/changed, obtain a written estimate from three (3) different printer establishments; (We have been using the same printer of the Garden Walk flyers/posters for the past few years as they usually give a better deal: COPY QUEENZ).
9. When a printer has been chosen, deliver the yearbook to them. The printer will let you know when first draft is ready to be proofread.
10. PROOFREAD again and again. Making corrections on the draft. Compare this copy with a hard copy that you print out. Get two or three drafts until the final draft is acceptable.
11. Pick yearbooks up from printer. Have them send bill to FGC treasurer or obtain a check from the treasurer to pay the printer.
12. PROOFREAD again to check for quality control.
13. Deliver yearbooks to FGC treasurer as she will distribute them at the March meeting when members pay their dues. Hold out four (4) yearbooks for end-of-the year awards and distribution to MGC officers on request.
14. Complete the "Yearbook Award" application form.

**(For individual items that need to be changed, check the Yearbook Editor's handbook.)**

**SOURCES TO OBTAIN INFORMATION—Be sure to obtain information from various people in the club that are responsible for getting this information to the yearbook editor.**

1. Membership chair: #members and status—special member list by November 1
2. President: theme; club projects
3. Club historian: books, etc, given "In Honor of \_\_\_\_"
4. Finance chair: donations/amounts/how monies will be used for projects
5. First Vice President: standing committee list, AD-HOC list, monthly program info
6. National, regional, and state garden officials: websites or newsletters
7. National and state government officials: newspaper or websites
8. Calendar of events: NGC/MGC/FGCTC newsletters or websites