

Concord Piecemakers Job Description

Yearbook Editor

Around July 1st email the President, Secretary, and Program Chair, that you are about to start the yearbook and request the list of Officers and Committee Chairs, the program schedule, and the Excel membership list. The Membership list is a special case because dues are still being collected. It is very important that only one person maintain the master list I.E. you do not want the Membership chair updating the list while you are trying to format and print it. Do this last. Arrange with the Membership Chair to obtain the list around August 1st and have her agree that she will not update the list until you send it back to her. Keep each of the sections in a separate file as you edit them. They will all have the same page size; but they may have different margins.

Try your best to get the Officers and Committees into 2 pages because the Calendar really needs to start on a new page.

Edit the Calendar. It may not be complete when you start to type it in. I use last year's text and correct it rather than using a Word Template, either way should work. After it is ALL entered, I force page breaks where an event would be split across 2 pages.

When everything else is nearing completion, get the Membership list.

Send e-mail to the list. If a message fails, call the person and ask for their correct e-mail address (no more than 3 messages should fail). Update the master Excel list and send it back to the Membership Chair.

Use the "Letters and Mailings" feature of Word to compile the membership list as a directory from the Excel file. It usually takes me several tries to get this right. Making a copy of the previous file and using this will bring in all the customized page size settings and fonts.

Manually force page breaks when a member's information would be split across columns or pages. The fastest way to do this is to introduce blank lines rather than insert a page break.

Assemble the sections into a single file. If the number of pages is not a multiple of 4, add pages at the end to make it a multiple of 4.

Provide the digital files that contain all portions that make up the yearbook. Also, provide an example of the previous year's yearbook to the printer so they have a reference. Get the yearbooks printed. This should be submitted to the printer at least a week prior when the yearbooks are needed. Be sure to print extras for new members joining during the year.

Printer used for the last several printings: Sir Speedy, 375 Worcester Rd, Framingham, MA
We have an account with them and they will bill the guild.

Give the yearbooks to the Membership Chair to distribution at the September meeting.

April 2015