

# Weekly Plan & Daily Log

Name

Week of

Hour

- \* You will use this sheet on FRIDAYS to PLAN how you will spend the following week, and then submit it to your teacher. It will be returned to you on the following Monday.
- \* Starting on Mondays you will use this log to RECORD what you actually do each day, and then turn it in the last day of the week (usually FRIDAY).

DAY	PLAN	FINISHED
MON	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
TUES	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
WED	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
THURS	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
FRI	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

**List of things to do:**

**Copywriters-**

- Interview questions
- Conduct interviews
- First draft writes
- Revise again and again
- Check name spellings
- Write captions
- Spellcheck & edit text
- Final draft writes
- Print copy for final editing
- Get text approval from teacher
- Communicate with Designers of copy that is ready for page layout

**Designers-**

- Photo direction conversation with photographer
- Write & design headline
- Replace popular people for less-featured ones
- Place ALL photos on page
- Make adjustments to layout
- Review consistency in type size and style with previous pages in book
- Double check photo resolution and CMYK usage
- Read copy to ensure appropriateness with photos

**Photographers-**

- Schedule photo shoots
- Upload and sort photos taken
- 10-20 Best Pictures
- Color Correct Photos
- Communicate with Designers of photos ready for page layout