

Open Gate Garden Club

Yearbook Procedure/Job Description

- In May or June of the current year, obtain a digital copy of the current year yearbook files from the outgoing Yearbook chair.
- In June, meet with the outgoing and incoming president to review all of the new officer, committee chairpersons for the year beginning in September.
- Obtain the list of topics, speakers and dates from the Speaker Program chair before July 1.
- By July 1st, obtain the new, updated membership digital file from the membership chair. This file needs to include, birthday, identification of new members, and charter/honorary members along with those who have requested that the yearbook be mailed to their home.
- Using the previous year's yearbook as an example, begin to put the new yearbook together.
- Obtain digital images of the winners of the photo contest from the Newsletter chair.
- Obtain digital images of pictures from the club photographer and/or OGGC Facebook page that can be scattered throughout the yearbook.
 - Make sure you have a good digital image of the incoming officers and volunteer(s) of the year.
 - Try to get images of volunteer award recipients.
 - Get some digital images of participants who attend the plant exchanges, the summer potluck and the Christmas party.
- Choose a short poem/piece of prose/small anecdote for the back page of the cover.
- Obtain a welcome letter from the incoming president.
- Have the yearbook first draft completed by mid-July and send to incoming and outgoing president and membership chair for proof reading.
- Have all corrections made and a final proofreading completed by August 1st.
- The UPS store on Silver Parkway has been printing our booklets for a number of years. Call the store to get email address and send PDF copies to this address by August 1st.

- Ask for a proof copy ASAP. Once the proof copy is reviewed by the Yearbook chair, the chair will order a copy for each member plus 25 extra copies.
- The yearbook chair or designee should bring the yearbooks to the summer potluck, along with the new membership list and distribute to those present, marking off who received a copy on the membership list.
- The incoming president should receive a copy of the yearbook for each new member to distribute at the new member meeting.
- The historian should receive an extra book for the archives.
- The yearbook chair or designee should bring yearbooks and the membership list to all Open Gate Garden Club meetings to distribute to anyone who has not received a book.