

Arlingtonian Rotation Schedule 2009-2010

<p>Day 1</p> <ul style="list-style-type: none"> -Business Manager: Book check -All: Brainstorming due on Wiki before class begins (topic, angle, two sources) -Writers: Complete story assignments on Wiki 	<p>Day 2</p> <ul style="list-style-type: none"> -Writers: Outlines due -Writers: complete photo/ graphic assignments on Wiki -Big 3: Lead meeting with Photo Ed., Graphic Ed., and Spotlight Ed. to decide on visuals -DE: Assign cover 	<p>Day 3</p> <p style="text-align: center;">Work Day</p> <ul style="list-style-type: none"> -Photo/ Graphics Editors: Assign photos/ graphics on Wiki -Big 3: Meet with writers to discuss stories 	<p>Day 4</p> <p style="text-align: center;">Work Day</p>	<p>Day 5</p> <p style="text-align: center;">Work Day</p> <ul style="list-style-type: none"> -Writers: Transfer web files to business staff
<p>Day 6</p> <p style="text-align: center;">Work Day</p> <p style="text-align: center;">ROUGH DRAFT DUE</p> <ul style="list-style-type: none"> -Writers: Print four copies for editors due by the first 10 minutes of class (missed deadline results in lost points) -Business Manager: Mailing labels due, bills/thank yous done --Writers: Survey questions due to Business staff 	<p>Day 7</p> <p style="text-align: center;">DISTRIBUTION</p> <ul style="list-style-type: none"> -All: Distribution -Business Manager: Tear Sheets 	<p>Day 8</p> <p style="text-align: center;">Work Day</p> <ul style="list-style-type: none"> -Big 3: lead meeting w/ section editors and writers to discuss story progress -All: Wear T-shirt 	<p>Day 9</p> <ul style="list-style-type: none"> -Business staff: Survey questions due to adviser -Business Manager: Thank you letters to Adviser w/ tear sheets, invoices and envelopes 	<p>Day 10</p> <p style="text-align: center;">FINAL DRAFT DUE</p> <ul style="list-style-type: none"> -Writers: Finals drafts due (three copies); Transfer files to Section Eds. -DE: Cover and Spotlight photos/graphics due -All: Ad sales deadline for next issue -Business staff: Upload updated website to server
<p>Day 11</p> <ul style="list-style-type: none"> -EIC: Lead Editorial Board Meeting to decide editorial -ME: Ladder posted on Wiki and Bulletin Board -DE: Cover draft due with teaser -Business: Survey finalized and copied -Ads Editor: Book check -BM: Monthly finances, book check -Business staff: Update Facebook status 	<p>Day 12</p> <ul style="list-style-type: none"> -All: 15 Mins reading issue, Issue critique -DE: Lead meeting with Photo and Graphics Ed and Section Eds. to decide on visuals, mugs -Business staff: Prepare surveys and distribute to mailboxes 	<p>Day 13</p> <ul style="list-style-type: none"> -Section Eds: Post dummies -Business staff: Collect surveys 	<p>Day 14</p> <ul style="list-style-type: none"> -Business staff: Survey results compiled 	<p>Day 15</p> <p style="text-align: center;">Work Day</p> <p style="text-align: center;">1ST LAYOUT DUE</p> <ul style="list-style-type: none"> -Writers, Section Eds.: Post dummies and print three copies -ME: Post finalized ladder -DE: First layout cover -Ads. Ed: Post dummies, Issue Advertisers List due to Adviser w/ contracts and dummies
<p>Day 16</p> <p style="text-align: center;">Work Day</p> <ul style="list-style-type: none"> -Business staff: Display case updated 	<p>Day 17</p> <p style="text-align: center;">FINAL LAYOUT WEEK</p> <ul style="list-style-type: none"> -EIC: letter from editor -ME: First Layout Contents -Stay until 6 p.m. 	<p>Day 18</p> <p style="text-align: center;">Work Day</p> <p style="text-align: center;">2ND LAYOUT DUE</p> <ul style="list-style-type: none"> -Writers, Section Eds.: 2nd dummies due (print 4 copies) -Design Staff: Photos/graphics due, mugs due -Stay until 6 p.m. 	<p>Day 19</p> <p style="text-align: center;">Work Day</p> <ul style="list-style-type: none"> -ME: Contents finalized -DE: Cover finalized -EIC: Final layout letter -Business staff: Organize food -Stay until 7 p.m. 	<p>Day 20</p> <p style="text-align: center;">FINAL LAYOUT</p> <ul style="list-style-type: none"> -Section Ed: Update dummies, final layout -Get signed off no later than 8 p.m.

