

[Click here for the new 2017-2018 day by day calendar link](#)

Scroll down for the old 2016-2017 day by day calendars



April 10-May 31 Production Cycle

Scroll down for previous production cycle calendars

Monday	Tuesday	Wednesday	Thursday	Friday
4/10 Web publication dates Due: inspiration minute presentations Seattle people: Save your notes in this folder, and sign up for a day in class this week to share your breakout session	4/11 Iowa Watch reminder Instagram Micro Packages - Sara Web draft day: Save drafts here; all web staff needs to give feedback on every story Pulitzer Prize winner from Storm Lake Meeting about next cycle's production calendar in web PRINT: Comment on story ideas. We are low on cover ideas, so feel free to add those too. Due by the end of class. I will post returning staff positions for 2017-2018 WSS staff on my website by 5 tonight Design breakout - Wingel	4/12 Web comments due by 9 a.m. Web: resolve comments so copy eds can look over revised drafts tomorrow Web seniors: work on 3 web senior story ideas, due 5 pm tonight BROADCAST PEOPLE: Go see Dr. Shultz @ the beginning of 2nd AFT mtg for seniors Print: Start making web drafts for stories/putting together supplements. You can schedule them to post on the website and also schedule to post to FB. Print seniors: finalize ladder, fill out wishlist by 5pm?	4/13 West High Weekly -2nd period: Work day; web copy eds comment on drafts; update class lists -Non-senior 2nd period staffers: Web & BC story ideas due by 4 p.m. -Lauren breakout -Web staff non-seniors: Check email -Breaking news team meeting -Meeting about next cycle's production calendar in BC -Discuss computer update for next year -Seniors: Click here for Tina Wang Memorial Scholarship information (due May 1) -Quill and Scroll applications due April 24 -Print seniors: get assignments, chat about concepts :) -Print editor meeting: discuss production cycle, cover story, finalize ladder.	4/14 8:15 A.M.: PAPER DISTRIBUTION Web: Post #3 deadline Publication day: Sign up for in-class distribution spots here Print seniors: organize and send out surveys by today Print: Wishlists due by Sunday 5 p.m., ladder will be out Monday. Web: Wishlists due by Saturday at 9 pm The story sheet will be sent out on Sunday- be prepared for monday
4/17 Web publication date schedule -Seattle people: Continue breakouts -Sports breakout- Iz -Draft day!! -Quill and Scroll applications due April	4/18 -Listen to Fenna on KXIC radio 7:20-7:45 a.m. today -Q&S awards photo beg of 3rd: Simran, Wingel, Leah, Eleanor, Allie and Samalya	4/19 Senior forms due Sara: non-senior announcement and next Thursday's Intro. after school help session -Taylor's Seattle breakout -Nina's Seattle breakout -Social media day	4/20 -Sara: remember to talk about next Thursday and any unclaimed ... -Teresa: Seattle breakout -Finalized web deadline calendar	4/21 NO SCHOOL

<u>24</u> -WEB- BE READY TO TALK ABOUT STORIES EVEN IF YOU AREN'T GOING TODAY- THINGS COULD GO FASTER THAN PLANNED -Web: Begin mini meetings: News, Sports -Work day	<u>-Grammar tip-Lauren</u> -Web mini meetings: Feature -Video for web -Work day -Reagan's Seattle breakout: "How to protect yourself as a journalist" -AFT: Web Editors and all Man Eds (Samalya, Grace Y. and Shawn to prep white boards w/asgn descriptions) -Shawn--Seattle breakout	-Web mini meetings: Entertainment Columns -Work day	-Larger meetings if needed -Brief editorial board meeting during 2nd and 3rd (Ed bd members: check email for form from Lauren) -Shawn's Seattle breakout -Work day -Breaking news check in -Scrapbooking day	
4/24 -Discuss Athena's newspaper <u>-Web publication date schedule</u> <u>-Quill and Scroll applications due</u> -Photog meeting -Web work day -Dr. S senior photo request for graduation. <u>Save photos of seniors here</u> -Meet about WHW/Video for cycle -Scrapbooking day -Print: Round one/RD glossies due 7:30-9 p.m.: <u>Photographer Joe Quint at Old Capitol Senate Chambers</u>	4/25 Current events <u>-Harry's Seattle breakout</u> -Update news ticker -Work day -Clean the newsroom <u>-Everyone save at least one resource for Athena here</u> (due tomorrow) <u>-Save photos of seniors here</u> -SHOOT WHW WHW PACKAGE DEADLINE - Samalya, Layla Print: Comments due	4/26 Current events -Social media day -Fenna's Seattle breakout -Ed board meeting to review and approve teacher <u>confessions survey</u> -Work day -Due: <u>everyone save at least one resource for Athena here</u> <u>-Save photos of seniors here</u> -Print seniors: round one	<u>4/27 West High Weekly</u> Round one story sheets due for web posts Work day <u>Help Athena with her school newspaper 3-4:15 p.m.</u>	4/28 Sara will be gone Round 1 web: Read drafts Can someone deliver a stack of the April issue to the CV Library during class? They're for Karen Stierler Seniors: <u>Click here for Tina Wang Memorial Scholarship information</u> (due May 1) Look over: Jiung's quiz
5/1 <u>Web publication date schedule</u> -Work day: Finalize edits and get ready to publish -Deliver April issue to CV Library <u>-Web Publishing checklist</u> -Due: <u>Tina Wang Memorial Scholarship application</u> -Print: Round 2 -If you are interested in attending the Journalism Education Association's China Discovery Program this summer, let me know by Friday. <u>Here's more information</u>	5/2 Work day: Finalize edits and get ready to publish OR start round 2 <u>Web Publishing checklist</u> Print seniors: round 2	5/3 -Social media day -Work day: Finalize edits and get ready to publish OR start round 2 <u>-Web Publishing checklist</u> -Check mailboxes for IHSPA awards -Bill advertisers -Seniors: spell out your names phonetically to help Sara :) *Due May 18 for all: <u>-WSS staff superlatives (2nd period)</u> <u>-WSS staff superlatives (3rd period)</u> <u>-2017 WSS senior awards</u> <u>-Legacy letters</u> due May 19	5/4 Work day: Finalize edits and get ready to publish OR start round 2 Breaking news check in Next year's editors: Look through Intro. Portfolios Rocket News update Next year's EICs: Beats meeting (due Monday) <u>Web Publishing checklist</u> Work night 3-5:30 (sponsored by Denise Vander Weg) Proofs due by 5:30	5/5 NO EDITOR MTG Work day: Finalize edits and get ready to publish OR start round 2 <u>-Web Publishing checklist</u> -Ms. K's last day -We export glossy during 3rd Monday <u>-Sophomores: Paul Engle Essay contest due May 8 (win \$500)</u>

5/8 Web publication date schedule -Web mini meetings (Both round 2 and 3): News & Sports -Work day -EICs meet w/Sara about Intro. apps -CHECK YOUR EMAIL -Export glossy during 3rd period -Due May 18: -WSS staff superlatives (2nd) and/or (3rd)	5/9 -Web mini meetings (Both round 2 and 3): Feature & Video for web -Web: seniors meeting -Work day -WHW PACKAGE DEADLINE - Nick, Ethan, Ian -Work night 4-5:30 p.m.	5/10 -Social media day -Work day 9 a.m.: West High's senior recognition ceremony in the auditorium -Print: READ PROOFS -Print: Exporting week	5/11 <i>West High Weekly Comedy Edition - Cooking Show and Tennis</i> -Work day -Larger meetings if needed (Both round 2 and 3) -Round two story sheets due -Next year's eds: Talk to Sara about welcoming the newbies -Print: Exporting week	5/12 NO EDITOR MTG -Round 2 web: Read drafts -Print: Exporting week *REMINDER: Exporting work night is Monday, 5/15
5/15 Fenna: first five Web publication date schedule Work day: Finalize edits and get ready to publish OR start round 3 Web Publishing checklist Exporting work night 4-8 p.m. ^Mason kindly brought in some veggies and rice, but we could use some sides and dessert. Let Sara know if you're willing to bring something else!	5/16 Work day: Finalize edits and get ready to publish OR start round 3 Web Publishing checklist -Alyson, Allie, Fenna, Samalya and Nina: Beats meeting during AFT today (beat assignments due Friday) -Share pages -Sign up for end of year projects Forms due Thursday: -WSS staff superlatives (2nd period) -WSS staff superlatives (3rd period) -2017 WSS senior awards Legacy letters and Project X due Friday	5/17 Social media day Work day: Finalize edits and get ready to publish OR start round 3 Web Publishing checklist Forms due Thursday: -WSS staff superlatives (2nd period) -WSS staff superlatives (3rd period) -2017 WSS senior awards Legacy letters due Friday Working seniors--Cam and Katie	5/18 Work day: Finalize edits and get ready to publish OR start round 3 Breaking news check in Web Publishing checklist Due: -WSS staff superlatives (2nd period) -WSS staff superlatives (3rd period) -2017 WSS senior awards Legacy letters due Friday Senior glowup--Asha Senior confessions--Alan Angie	5/19 WSS Senior breakfast cancelled -EICS & News team: Beats assignments due -Round three story sheets due -Due: Legacy letters -Non-seniors: Project X due by 4 -Sign staff photos & Work on your scrapbooks WHW Blooper vid--Layla
5/22 Web publication date schedule Round 3 web: Read drafts, Editor check-in Seniors: By the end of class Monday, fill out this brief form to let me know what you worked on this month. -Non-seniors: Sign up for end of year projects -Quill and Scroll journalism honor society induction during class; senior awards;	5/23 WHW PACKAGE DEADLINE Talent show, senior futures, cake; finish signing photos; finish your WSS scrapbook	5/24 -Read the WSS, sign yearbooks, take photos -Seniors: Clean out your mailboxes, take your signed staff photo and make sure you didn't leave anything on the bookshelf or in a cabinet! -Non-seniors: Work on the 16-17 reflection form	5/25 <i>West High Weekly</i> -Social media day -EVERYONE SIGN UP FOR end of year projects -Discuss next year's national conventions -Non-seniors: Work on the 16-17 reflection form -People who will do Broadcast next year, talk to Sara	5/26 Distribute May issue during 2nd/3rd -Remind Sara to tell you about Mr. Barker -CLEAN OUT YOUR MAILBOXES NOW; WE ARE MAKING NEW ONES FOR NEXT YEAR DURING 3RD PERIOD -reflection form due Tuesday by 8:45 a.m. -end of year projects

share this, staff superlatives 5/20: MASH--Christina Last 4 years in review--Taylor 5/21: Senior regrets/apologies--Taylor and Jiung Senior quotes--Michael and Eleanor 5/22: What would you tell yourself as a freshman? Advice--Maggie				
5/29 NO SCHOOL	5/30 Due by 8:45 a.m.: Reflection form ^We will discuss your responses during class Broadcast team: Meet with Dr. S -Update SNO stuff - end of year projects -Return SD cards -Shut down laptops -Start cleaning newsroom	5/31 8:30 a.m.: 2017-18 WSS Staff meeting (editors get there by 8:15) Shut down the newsroom and finish end of year projects	<i>Summertime, and the livin' is easy</i> 	<i>Summer, summer, summertime</i> <i>Time to sit back and unwind</i> 

↓PREVIOUS PRODUCTION SCHEDULES↓

Feb. 20-April 14 Production Cycle

Monday	Tuesday	Wednesday	Thursday	Friday
2/20 Due March 3: 2017-2018 WSS staff applications and portfolios/websites and 3 peer rec forms Web deadlines Web Assignments Work on story board planning sheets, send out emails, contact sources, etc Sports coverage announcement	2/21 Due: Upload IHSPA contest entries (If you're applying for Writer/Designer/Photog/Videog of the Year--you have more time) Senior editor rec forms for emerging journalists due by noon today Maestros--go over story planning sheets in web (don't have to turn in just yet), turn in deadline to your editor during	2/22 Editors: Start prepping IHSPA contests maestros Work day Editor break out	2/23 West High Weekly Work day Discuss IHSPA contest confusion. It will be okay. :) maestros Taylor's inspo min	2/24 Due: Final Seattle payment (\$300) & NSPA Journalism Honor Roll apps Iowa Watch interviews due Thursday Work on this project shh.... wsspaper.com/print/ Editor break out: Leah's super rad draw-to-computer presentation

What do I need to consider when choosing my deadline? Google Analytics -What do we need to cover this week? -Grammar mini-lesson -Post instagram cartoon -Schedule tweets of the week from news ticker Maestros	Read Intro. opinion RDs: 5th 6th 7th			
2/27 Google Analytics -What do we need to cover this week? -Grammar tip -Post instagram cartoon -Schedule tweets of the week from news ticker -Web deadlines -Work day -Editor break out Gabby, Sarah How to make GIFs SEATTLE PAYMENTS DUE (IF YOU DIDN'T PAY FRIDAY) Intro. Opinion projects: print and web Iz meets with print kiddos w web assignments	2/28 Last day of 2nd tri Work day Editor break out: Layla, Samalya, Sarah Plan out West High Weekly/update white board To make sure you're spreading out your assignment deadlines, keep this in mind: -Your first deadline should be on or before March 10 -Deadline #2 should be on or before March 31 -Deadline #3 should be on or before April 14	3/1 NO SCHOOL	3/2 First day of 3rd tri Due: Iowa Watch interviews Welcome Kara! Add her to staff emails, FB group, etc. Editor breakout: Michael Work day Update white board with West High Weekly packages Work on applications and peer rec forms Seattle people: Submit top 2 write-off choices	3/3 8:15: Editor meeting (fill out this form before) <--Who wants to sponsor breakfast? -Editor break out: Ala, Fenna -Web ed meeting -Work day -Copy eds meet for deadline assignments Print: R1 due Recognizing media bias 3rd period 2017-2018 WSS staff applications and portfolios/websites and 3 peer rec forms due by 4 p.m. <i>Upload all IHSPA entries by today (Emerging Journalist, WOY, DOY, VOY and POY due Monday)</i>

3/6 Web deadlines Editor breakout: Iz, Claire, Grace's Grammar Tip Web draft day: Save drafts here; all web staff needs to give feedback on every story (1 point/story) IHSPA deadline for emerging journalist, WOY, DOY, POY and VOY. Talk to Sara about how to upload apps for this R1 print comments due 9am Seattle peeps: Link to write-off assignments	3/7 Web comments due by 9 a.m. What do we need to cover this week? Photographers and designers: pick up your AFT passes Web: If you have something due the week after spring break, save the RD in this folder by Monday, 3/20. If you don't want any homework over break, do this sometime this week.	3/8 2017-2018 WSS staff interviews Work day From JEA Digital Media: A new and simple way to set up a podcast interview In honor of International Women's Day, check out these trailblazing female journalists Your best shot 2016 photo contest (due 3/22)	3/9 2017-2018 WSS staff interviews Charlie and Christina need a videog. Go over spring break Deadlines The P-C will visit to take Isabelle's photo Remember to update software on the website so you have access to the latest tools and coolest features on SNO. The SNO Report West High Weekly R2 due in print 5 helpful reporting tips	3/10 2017-2018 WSS staff interviews In case you've been living under a rock, WE ARE ONLINE PACEMAKER FINALISTS!!! Web: -Post #1 deadline -During class: Give feedback on the 4 new RDs in the Drive folder. They're linked in the comments on the Web deadlines doc Web: If you have something due the week after spring break, save the RD in this folder by Monday, 3/20. If you don't want any homework over break, do this now. Print: R2 comments due for print by 9am
SPRING BREAK	SPRING BREAK	SPRING BREAK	SPRING BREAK	SPRING BREAK
3/20 Web & Print: Catch-up day. Conference with everybody you're collaborating with. Check your email. Work on your assignments. Web: Draft day is moved back a day, because Sara is a nice person sometimes. Give feedback on Cam's draft today, though Web: What's going on this week, Google Analytics & check out Pacemaker competition	3/21 Web: Share Pacemaker competition feedback Web deadlines Web draft day: Save drafts here; all web staff needs to give feedback on 1 story "Student journalists respond to accusations of being fake news" (here's the student website: thhsclassic.com)	3/22 Web comments due by 9 a.m. Egg dye meeting Work day April 1 deadline: Between the Lines writing opportunity Seattle people: Reminder to talk to teachers about missing school April 5-7, and download Guidebook app	3/23 Work night 3-5:30 (sponsor: Megan) Print: proofs due 5:30 p.m. Seattle people: Discuss carpooling and food ideas Grammar Tip STAFF BONDING WOO Tennis starters Introduce story form	3/24 Web eds: Conference w/reporters about next week's DLs and stories that weren't posted this week Web & print: Comment on proofs! Exporting week Cover Multi sports Advice column Clean newsroom There's a debate tournament after school, so newsroom is closed after school
3/27 Web deadlines Web draft day: Save drafts here; all web staff needs to give feedback on every story (1 point/story) STAFF BONDING WOO Exporting week TOC Quiz	3/28 Web comments due by 9 a.m. 10 min check-in with photogs If you went to a summer J camp (or will), add your name to this S-Town podcast debuts today! Exporting week Inside Glossies Back page Shame and blame	3/29 10-15 min check-in with web reporters Work day Exporting week Back page Rising stars Canvas Mr. conner Friend crush	3/30 West High Weekly 15 min check-in videog AP Style tip Exporting week 1 in 2000 Contraception Pets Track photo essay Chanel Luke reynolds Betsy Devos	3/31 NO ED MEETING Web: Post #2 deadline Earlybird deadline for #MediaNow is tomorrow! 15 min check-in web eds 5 min. Seattle meeting\ Isabelle checks in Exporting week Teacher Bias Cover story Aesthetics

4/3 Brief visit from IHSPA Executive Director, Paul Jensen, during 2nd period Web deadlines Exporting work night (sponsor: Cat) Web draft day: Save drafts here ; all web staff needs to give feedback on every story (1 point/story)	4/4 Web comments due by 9 a.m. What do we need to cover this week? March madness meeting Web: resolve comments so copy eds can look over revised drafts tomorrow Emerging journalists photo (beg. of 3rd) AP style cheat sheet Editorial policy on anonymous sources 3rd: Clean newsroom Newsroom closed after school	4/5 Seattle trip 2nd period: Work day; web copy eds comment on drafts; update class lists; work on inspiration minute presentations (due Monday) 3rd period: Les Mis teaser Newsroom closed after school	4/6 Seattle trip 2nd period: Video day (Samalya & Layla) 3rd: work on inspiration minute presentations (due Monday) Sarah, Junhee: Scheel's Newsroom closed after school	4/7 NO EDITOR MEETING BEFORE SCHOOL Seattle trip 2nd & 3rd: Watch Abstract show on Netflix (Simran) JEOPARDY Newsroom closed after school

January/February Production Cycle

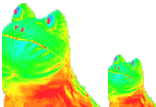
Monday	Tuesday	Wednesday	Thursday	Friday
			1/5 Dr. S announcements STAFF AWARDS Announcement x2 Roses--Things you want to see added/changed for next cycle Editors check in with writers/Fenna about deadlines ***interview workshop day!!	1/6 8 a.m.: The View @ West No editor meeting -First 5 mins. -Discuss Iowa Watch email Isabelle checks in with staffers individually Photog meeting News breakout ***quote integration workshop day - Gallup judge comments
1/9 <i>Recruitment day for 2017-18 registration</i> WEB: - Google Analytics - What do we need to cover this week?	1/10 WEB: - New features on SNO - Check out past pacemaker winning sites -I "Mid-year" presentation	1/11 We are officially a SNO Distinguished Site ! We are the 1st school in Iowa and the 2nd nationwide to receive this honor!	1/12 DUE: Web revisions (editors will check) Seattle meeting, EIC meeting	1/13 8:15: Editorial board meeting (BF: Charlie) Photog meeting DUE: freshy eye comments. Share comments.

-Grammar mini-lesson -Update missing staff profile pix and email SNO about Distinguished Site evaluation. PRINT: Sports breakout Inspo first 5 Business meeting	-Grammar tip HW: Finish edits on posts. Due Thursday. Spend 5 mins. On wsspapier.com with someone who's never visited our site. Bring back at least 1 comment or suggestion from this person. AFT photo/design meeting	Photo Tip Wednesday Work on revisions Profiles breakout From Poynter: "BuzzFeed drops a Trump bombshell, irresponsibly"	Entertainment breakout Seattle meeting	WEB & PRINT: -First 5 mins. -Update class lists -Friday recap Feature breakout Editor check in day PRINT: ROUND 1 DUE Conference with reporters Follow up w Dec sources + get feedback
1/16 NO SCHOOL: MLK Day <i>The View @ 10 a.m</i>	1/17WEB: -Google Analytics -What do we need to cover this week? -Grammar mini-lesson -Work day SUBMIT YOUR WORK TO BEST OF HS PRESS ON FLIPBOARD Feature breakout 10 comments due on R1 drafts	1/18 NSPA's photos of the year for 2016 Opinion breakout Design workshoping Discuss "Heroes of West High" angle	1/19 -Photo Tip "Wednesday" -Broadcast tutorial? -Discuss podcast meeting -Broadcast Pacemaker judging video -Sports breakout -News breakout -watch this Newspaper Pacemaker video	1/20 EDITOR MEETING IN THE LIBRARY BEFORE SCHOOL WEB & PRINT:2nd Seattle payment due Monday (\$300 +swag\$) -Update class lists -Friday recap in both web and print to find out what's going on in the other section Leah's got a video Photog meeting Editor check in day
1/23 NEWSROOM CLOSED AFTER SCHOOL WEB: -Google Analytics -What do we need to cover this week? -Take SNO Distinguished Badge staff photo for press release -Discuss "alternative facts" -2nd Seattle payment due (\$300 + swag\$) -Discuss NSPA's Journalism Honor Roll and editorial leadership scholarship	1/24 SNO's broadcast only website option Film WHW Work day Photographers and designers: pick up your AFT passes! Check out Intro: photo projects here: 5th 6th 7th AFT photo/design meeting Isabelle check in with print eds PRINT: ROUND 2 DUE	1/25 Photo Tip Wednesday Packages due Caption catch-up & caption guidelines Discuss VR and 360 Update the poll Design workshop day Conference w reporters	1/26 WHW (update "Latest WHW" link on website) Isabelle: Talk to editors about tomorrow morning's meeting Work night 3-5:30 p.m. Sponsor: Anita Moonjely	1/27 8:15: Editor meeting -Update class lists -Friday recap -Poll idea due Monday Photog meeting Copy ed meeting Isabelle gone Sim: review where to read R1/R2 articles Quill & Scroll contest entry info due 2/1 eds. Planned downtime on website 12:01 a.m. and 8 a.m. CST on Sunday EXPORTING WEEK Exporting checklist
1/30 WEB: -Poll idea due -Google Analytics -What do we need to cover this week? -Grammar mini-lesson -Copy ed meeting -Fresh eyes review of home page, category sections, etc.; anything coming up that would be good for an	1/31 2nd: Work day -Copy eds meet over deadlines during current events -Update news ticker -Update poll -Photogs: Q&S picks -Change name of Photo of the Week widget? -Intro. Photo projects: intro.wsspapier.com/category/photo	2/1 Editor Q&S picks due -Web ed meeting during AFT today -If you have a personal website you don't mind Intro. students looking through, please add the link to this doc -Podcast meeting w/Mr. Westergaard 4-4:50 p.m -T.A. third trimester: 5th	2/2 https://youtu.be/F25bNvrPh0U Discuss IHSPA contests Caption catch up EXPORTING WEEK Exporting checklist 7 (issues) 22 (comp sci) 32 (oscars)	2/3 8:15: Editor meeting <--No one is signed up to bring food WEB & PRINT: -First 5 mins. -Update class lists -Friday recap MOVIE RULES**** !!! Editor check in day Check in with Iz

immersive splash page? -Deadlines BOTH SECTIONS: -Editors: work on Quill & Scroll contest entries PRINT: Inspo first 5 Read speaker bios and write interview ?s EXPORTING WEEK Exporting checklist	3rd: Visitors from the Turkish delegation; prepare questions 7 p.m.: Meghan Daum @ Prairie Lights	or 7th periods Export glossy during 3rd period EXPORTING WEEK Exporting checklist 1 (cover) 4 (smart boards) 24 (latin american) 12 (friend crush) 38 (rising star) 45 (advice column) 46 (ent. column) 25 (ADS) 11 (ADS)		EXPORTING WEEK Exporting checklist 6 (art) 14 (big families) 10 (ADS) 44 (ADS)
2/6 WEB: -Google Analytics -What do we need to cover this week? -Grammar mini-lesson Mini ed-board meeting WHW check in -Deadlines Inspo first 5 EXPORTING WEEK 26 (cover) 40 (sports in college) 42 (sports update) 48 (editorial) 3 (toc)	2/7 Sara gone -Watch a couple recent uploads on our YouTube channel -Film WHW -Cover story videographer Exporting day	2/8 -2nd period: Help out with Intro.'s photo projects (unless you need to work on a WSS project) -Packages due Exporting work night Sponsor: Soo Yeun Park Photo Tip Wednesday	2/9 -Discuss Chamber of Commerce meeting - WHW (update "Latest WHW" link on website) -Planned maintenance on our website from 1-2 a.m. ORGANIZE LOCKER SIGNS, TALK ABOUT VALENTINE'S DAY IHSPA contests Print- share web info, relax day ;) ;)	2/10 2nd period: Lyle Muller will meet with Iowa Watch people (Eleanor, Fenna, Sarah, Alyson and Taylor...anyone else?) -Photog meeting -Inspiration minutes due Monday -Best of SNO Digest -12:45-1:15: meeting with Chamber of Commerce WEB & PRINT: -First 5 mins. -Update class lists -Friday recap Editor check in day
2/13 Print and web: Inspiration minutes due -Web deadlines Inspo first 5 Gift wrapping signup	2/14 Valentine's Day! Staff lists for 2nd & 3rd	2/15 Lip suckers fundraiser during lunches for Singles Awareness Day Roses and thorns Finish Inspiration minutes Work on story ideas Photo Tip Wednesday	2/16 Announcements Story ideas due for both 2nd & 3rd periods -Finish Inspo Work day options: -Editors look over and chose favorite stories by end of period -Put inspiration minutes into action - Prep IHSPA contest entries - SUBMIT WORK TO BEST OF HS PRESS ON FLIPBOARD -Read Intro. opinion RDs: 5th 6th 7th DISTRIBUTION	2/17 Publication Day! 8:15-8:45: Distribution around the school Check your email over the weekend. 2nd & 3rd periods: DISTRIBUTION Read Intro. opinion RDs: 5th 6th 7th Print editors: choose stories for ladder by 10pm friday, make comments on ladder by 8 pm saturday Both print and web--wishlists must be filled out by noon sunday!

November/December Production Cycle

Scroll down for previous production cycle calendars

11/7 First 5: Sign thank you notes & share helpful feedback from Intro. critiques Web: <u>When you are ready to post online, here's who you contact...</u> -Google analytics -Finish inspiration minute presentations -Assess website for Best of Show contest -Print: Assignments out, brainstorm ideas, DESIGN MEETING, page sketches due tomorrow SHOUTOUT: JUNHEE, RYO 5:45 p.m. @ PATV: West Side Story staffers! Watch them on channel 18	11/8 First 5: Indianapolis meeting -Mannequin challenge Web: <u>When you are ready to post online, here's who you contact...</u> Web copy editors meet during AFT today Web: <u>Assignments out</u>; start maestro meetings for feature, sports, profiles, video/broadcast (photo, art, video, copy editors sit in on maestros) Print: <u>STAFF AWARDS</u>  <u>O.M.G !!</u> maestros, work day 3rd period: Be quieter in the newsroom	11/9 Indianapolis people; Drop off luggage in room 109 by 8:45 a.m. Leave @ 11. Web: <u>When you are ready to post online, here's who you contact...</u> -Brief editor meeting -Section editors lead maestros and determine deadlines for your section -Web photo asgn. Print: work day -Talk about The Weekly (janitors talked to Sara about it)	11/10 Indianapolis convention Web: <u>When you are ready to post online, here's who you contact...</u> -STAFF AWARDS -Work day -The SNO Report: How to GIFs immersive splash page. etc. -Start submitting Distinguished Badges Print: work day, share remaining inspo minutes	11/11 Indianapolis convention Web: <u>When you are ready to post online, here's who you contact...</u> -Work day -Submit Distinguished Badges Print: work day -During 3rd period: Be sure to remove all WSS weekly updates from bathroom stalls, so the janitors still like us. :)
11/14 <i>Indy people who still owe Sara \$, here's your reminder to pay her. :)</i> Web: <u>Google Analytics</u> -What do we need to cover this week (social media, news, sports)? -Staff awards -Submit Distinguished Badges. <u>Save links here</u> -Work day Print: work day, put up new bathroom signs!	11/15 <i>Indy people who still owe Sara \$, here's your reminder to pay her. :)</i> Gideon Frieder, Holocaust survivor speaks @ West today Here is a link to his biography. Here is a link to some of his writings Talk about Seattle convention -Go over photog stuff in class Web: work day -Submit Distinguished Badges. <u>Save links here</u> Print: work day	11/16 NO SCHOOL	11/17 <u>West High Weekly</u> ***It's a new tri, so sit with new people in a new seat*** -Clean the heck out of the newsroom -Did we ever post our mannequin challenge? Web: Brainstorm broadcast ideas for Dec. 8; work day; <u>Indy breakout sessions</u> Print: work day; <u>Indy breakout sessions</u> Junhee - Entrepreneurship Christina - covering sensitive topics	11/18 Web: Determine Dec. 8 broadcast packages; <u>check out Best of Show winners</u>; start planning WSS VR day?: <u>continue Indy breakout sessions</u> Print: work day; <u>continue Indy breakout sessions</u> **reminder of upcoming deadlines, what life will be like
11/21	11/22	11/23 NO SCHOOL	11/24 NO SCHOOL	11/25 NO SCHOOL

NOV/DEC WEB DEADLINES -Google Analytics -What do we need to cover this “week” (social media, news, sports)? -Introduce Stanley the Stabilizer -Finish submitting Distinguished Badges Save links here -Start Web Design Task Force meeting -Editorial board members: Edit Christina and Crystal's survey ASAP -Continue Indy breakout sessions <i>Indy people (Christina and Olivia) who still owe Sara \$, here's your reminder to pay her.</i> Print: Round 1	NOV/DEC WEB DEADLINES ***We need people to help out with distribution spots! Talk to Ian. -Finish submitting Distinguished Badges -Discuss basketball game coverage for this weekend -Finish Web Design Task Force meeting -We're having a movie day on Monday (bring popcorn and add videos to this playlist) Continue Indy breakout sessions storycorps.me/about/the-great-thanksgiving-listen/ -Junhee, Christina, Anjali photo Print: make your 3 comments (due at end of class) revise stories over break ***We need people to help out with distribution spots! Talk to Reagan.			
11/28 Web: -NOV/DEC WEB DEADLINES -Movie day to celebrate web, because web coverage never ends and sometimes we need a break. Bring popcorn and blankets. Print: Round 2 <i>Indy people (Olivia) who still owe Sara \$, here's your reminder to pay her.</i>	11/29 Web: -NOV/DEC WEB DEADLINES -Dr. Shoultz: livestream tutorial -Conference w/Sara: photographers -Videographers: We gotta submit this today -Photogs: Captions on all photos so we can submit this today Print: make your 3 comments (due at end of class) -Conference w/Sara: artists, reporters Ganalytics	11/30 Web: -NOV/DEC WEB DEADLINES -What do we need to cover this week (social media, news, sports)? Sara Jane - Snapchat -Conference w/Sara: reporters -Help Atlantic High School journalists come up with story ideas PW is ihspa -Continue Indy breakout sessions Print: Wizard of Oz teaser 3rd period Hw: revise comments	12/1 Announcements show Web: -NOV/DEC WEB DEADLINES -BBall training day -Continue Indy breakout sessions Print: revise pages, upload for proofs Work night 3-5 Sponsored by Stacia McGrath	12/2 8:15-8:45: Editor meeting-->breakfast signup<---DO THIS Web: -Friday recap huddle -NOV/DEC WEB DEADLINES -Conference w/Sara: videographers, broadcast people -Editors: Conference w/staffers who published this week -Continue Indy breakout sessions -Vote on what to buy with our ad sale commission Print: -Friday recap -make proof comments -Conference w/Sara: designers, business people

12/5 Newsroom closed at 4:00 Web: -Conference w/ Sara: editors -Mini-lessons: Grammar Tip of the Week: Lauren -Secret Santa drawing -Google Analytics -What do we need to cover this week (social media, news, sports)? -NOV/DEC WEB DEADLINES Print: -Secret Santa drawing EXPORTING WEEK! Export glossy during 3rd, revise comments, start exporting!! • TOC • 1 in 2000 • Birke v Chaceo	12/6 Sara will be gone today Newsroom closed at 4:00 Web: -Due: West High Weekly script Google Analytics -Featured Images--> Preen -Work day -NOV/DEC WEB DEADLINES BROWNIE DAY SIGN UP Print: EXPORTING WEEK! revise comments, start exporting!! • Liberty High • Nerves in sports • Memes FINISH CHECKLIST TODAY • AFT • Garmen • Drew Thayer • Hot Chocolate • Infographics • Grew • Staff list/eemie BROWNIE DAY SIGN UP	12/7 Newsroom closed at 4:15 Web: -Finish submitting SNO badges: videographers, add your best video link here -Follow-up conferences w/Sara -Work day -NOV/DEC WEB DEADLINES BROWNIE DAY SIGN UP Print: -EXPORTING WEEK! Start exporting!! • Chromebooks • Humor BROWNIE DAY SIGN UP	12/8 National (WSS) Brownie Day Web: -West High Weekly Livestream announcements -NOV/DEC WEB DEADLINES Print: -Conference w/Sara: editors -EXPORTING WEEK! Start exporting!! • Friend-Crush	12/9 8:15-8:45: Editor meeting--breakfast signup Web: -Friday recap -WSS registration recruitment video meeting -Update class lists -Editors: Conference w/staffers who published this week -NOV/DEC WEB DEADLINES Print: -Friday recap -Update class lists EXPORTING WEEK! Start exporting!! • Cover story • Editorial • Kirpes • Column • Rising Star FINISH CHECKLIST TODAY • ADS • American Holidays • Best of IC • Devontae
12/12 Web: -Mini-lesson: Story template options -Grammar Tip of the Week -Set up newsroom table and computer stations -NOV/DEC WEB DEADLINES Exporting work night @ 4 p.m. Sponsored by Sarah Gretter Inspo first 5 Export	12/13 Web: -Announcement -Thank you to Samalya for the k-cups supply! -Mini-lesson: Story template options -NOV/DEC WEB DEADLINES Different template breakouts -Tutorials on how to use different story templates -TAKE HOME YOUR BROWNIE PANS! Print: -TAKE HOME YOUR BROWNIE PANS! -Thank you to Samalya for the k-cups supply! -Movie day!	12/14 Web & Print: -SSR day: recommended reading--> last year's online pacemakers -Inspiration minutes due tomorrow -Story ideas due tomorrow by 5 p.m. One idea must be from your beat! Web: -NOV/DEC WEB DEADLINES Print: WEB BREAKOUT	12/15 Web: -West High Weekly -DUE: Inspiration minutes -Hw: story ideas due by 5 p.m. -NOV/DEC WEB DEADLINES Print: Inspiration minutes Hw: story ideas due by 5pm Editors highlight ones	12/16 8:15-8:45: Editor meeting--breakfast signup← editors go over story ideas, choose print/web/BC BLang will visit @ noon! Web: -Friday recap -Finish inspo (editors meet during this time) -Update class lists -Editors: Conference w/staffers who published this week -NOV/DEC WEB DEADLINES Print: -Friday recap -Finish inspo -Editors look at ladder over the weekend, make comments by Sat 3pm -Wishlists due by 11:59 pm Sat -Social committee

				meeting: plan for Wednesday and start plans for Jan.-May
12/19 Web: -Assignments out -Work on planning sheets and storyboarding -- refer to inspo, embeddable options and webjournalist.org/topics/tools -Editorial board meeting (editorial idea) - WEB DEADLINES Print: -Meet w people on ur page -Inspo first 5 -Editor meeting-editorial	12/20 NEWSROOM CLOSED AFTER SCHOOL Web: -DUE: Story planning/storyboarding sheets - Grammar Tip - Google Analytics -Inspo Minute: Grace -Ed. Board meeting -Maestros w/editors - WEB DEADLINES Print: page sketches due+professional inspo!! maestros art Staff AFT design/photog meeting ***interview workshop day!!	12/21 Read the whiteboard! Due: Seattle permission slips and payment #1 for Seattle convention (\$400) Web: - WEB DEADLINES Fill out staff awards!! WINTER SOLSTICE PARTY 4-5:30	WINTER BREAK	WINTER BREAK

October Production Cycle

Scroll down for previous production cycle calendars

Monday	Tuesday	Wednesday	Thursday	Friday
10/3 Check your email on the contact list and make sure it's correct Cleanup crew: Table 3 Reagan and Leah's birthday were 10/2! WEDDING DAY!! Staff awardsssss print Iz & Sim: Indy write-off info by 4 <i>Newsroom closes at 4:15</i>	10/4 - Who's attending the IHSPA conference so far -Happy News Engagement Day! - WSS critiques due - Staff Awards -Discuss Tim Kemp's Hills newsletter idea - Story assignments and deadlines released before school Finish in class - Who should I contact? - Indy people: Discuss Write-offs -Maestros meetings: for each section we will meet and discuss the stories going up with everyone who is working on them. Send out invoices PRO TIP/SHOUTOUT Revisit story ideas after publication day (what did	10/5 Editors: Turn in your feedback forms to Sara Order WSS t-shirts and sweatshirts here Brainstorm print ideas Who should I contact? Maestros Share critique comments-Iz Discuss expectations Maestros Go through and mark the sources you used in your stories- this is not optional. I will check. <i>Newsroom closes at 5</i> TRELLO LINK to 11/4 issue!!! https://trello.com/b/fWGWyEB7	10/6 Tyler's birthday! 2nd period: WHS announcements show Order WSS t-shirts and sweatshirts here DUE: IHSPA conference signed permission slip and \$16 or \$21 registration fee. Go over Humans of West maestros Maestros first 15-20 min (max!!!) Maestro notes link Editor meeting regarding changes and glossy pages <i>Newsroom closes at 4:15</i>	10/7 NO SCHOOL Brittany Volk , Features designer for The Tampa Bay Times (and former WSS Design Ed circa 2003-2005) will be in IC if designers want to visit with her.

	we hear from readers? Is there anything we need to reevaluate?) Go through and mark the sources you used in your stories- this is not optional, I will check. Discuss expectations (if time) Newsroom closes at 4:15	<i>Ljnk to the team as a whole, this is not to the board but join this also</i> https://trello.com/invite/wsspaper/2e7111a8a3a5d3b064c2b029ec9f0127		
10/10 NO SCHOOL	10/11 Hold onto your checks/cash for now. I will take collections when the bell rings. Clean the newsroom Cleanup crew: Table 4 DUE: -T-shirt/sweatshirt money and orders -Last payment for Indianapolis convention (\$100) <u>Finish maestros in 2nd</u> <u>Work day October DLs</u> Newsroom closes at 4:15	10/12 Alyson's birthday! Talk about <u>surveys</u> Clean the newsroom Conferences w/Sara Work day Newsroom closes at 5	10/13 <u>When you are ready to post online, here's who you contact...</u> Lyle Muller visits 2nd and 3rd: -IowaWatch.org -CFHS Tiger Hi-Line example and KGAN video ROUND 1 Newsroom closes at 4:15	10/14 <u>When you are ready to post online, here's who you contact...</u> 8:15-8:45: Editorial board meeting (breakfast: Emma) First 5: Claire First 5: Shawn & Prateek Clean the newsroom Brief ed board meeting <u>Submit to Best of SNO</u> <u>Comment on stories</u> Newsroom closed after school
10/17 <u>When you are ready to post online, here's who you contact...</u> Mason: Share Google Analytics Work day Editors check in with reporters Photographers: Prep photos for hallway pix Cleanup crew: Table 5 Editorial board: Check email for Fenna's survey Newsroom closing at 4:15	10/18 <u>When you are ready to post online, here's who you contact...</u> -Work day -Editors check in with reporters -Basketball video board info ROUND 2 (aka revised drafts) Show where to put proofs Editor meeting- check in abt glossy pages, finalize exporting checklist Newsroom closing at 4:30	10/19 PSATs -Work day -Editors check in with reporters -<u>When you are ready to post online, here's who you contact...</u> Indy Write-off DL @ 6 Katie's birthday! -Go over web supplement ideas -Export glossy during 3rd period Newsroom closing at 4:15	10/20 <u>WestHighWeekly</u> <u>Submit to Best of SNO</u> -Basketball video board meeting -Post BC packages online and share w/district PR person -Discuss SNO Distinguished Sites -<u>When you are ready to post online, here's who you contact...</u> Web Work night (all staff welcome!) 3-5:30 p.m. (sponsored by Sara Conrad/Will) Ed meeting- discuss intro profile PROOFS DUE by 5PM This means upload a PDF of the design (with photos and text placed) onto drive in this folder EXPORTING CHECKLIST***	10/21 8:15-8:45: Editor meeting (breakfast: Michael) Check in with Fenna about deadlines Fill out this carpooling form for the IHSPA conference First 5: Eleanor -Layla: Video info (thumbnails, fonts, wishlist requests?) -Draft Day: Look over LF -Longform social media meeting -Bring questions for guest speaker on Mon. -Apple News meeting -<u>When you are ready to post online, here's who you contact...</u> Clean the newsroom IHSPA Conference FAQ -First 5: Sarah -Make comments in proofs doc -Discuss wishlist for ads commission Newsroom closed after

				school
10/24 Speaker 2nd period: Nick Westergaard, Chief Brand Strategist, Brand Driven Digital <i>-When you are ready to post online, here's who you contact...</i> Cleanup crew: Table 6 IHSPA Conference FAQ Revise articles, work on exporting checklists 7:30 p.m. Farai Chideya @ The Englert Google analytics: https://docs.google.com /presentation/d/1Qj175L qTyPlr5DtE_I5BUenYDp OSabtPZkpkY0FLxuU/e dit	10/25 <i>GO OVER THIS--></i> <i>When you are ready to post online, here's who you contact...</i> IHSPA Conference FAQ; Plan out carpooling Revise articles, work on exporting checklists NO CLASSES 5th-7th because of Iowa Assessment	10/26 NO CLASSES 1st-3rd because of Iowa Assessments Exporting work night (all staff welcome!) 4-8 p.m. (sponsored by Boyd Murray/Claire) IHSPA Conference FAQ	10/27 2nd period: WHS announcements show <i>-When you are ready to post online, here's who you contact...</i> 8:30 a.m.-2:30 p.m.: Iowa High School Press Association state conference at The Iowa Memorial Union @ The UI IHSPA Conference FAQ	10/28 8:15-8:45: Editor meeting (breakfast: Junhee) <i>-When you are ready to post online, here's who you contact...</i> First 5: Samalya & Layla First 5: Junhee Isabelle gone <i>-Save your notes from the conference here</i> or share during class; we will share the best takeaways from all breakout sessions -Clean the newsroom
10/31 Cleanup crew: Table 7 Print editors will meet during Tuesday's AFT; Web editors will meet during Wednesday's AFT Indy people: Talk to your teachers about missing class next week. We'll miss 4th-7th Wed. 11/9 and all day Thurs. and Fri. 11/10-11 <i>-When you are ready to post online, here's who you contact...</i> -Remember to save your rough draft articles in the appropriate drafts folder in Google Drive -Roses & Thorns / SSR if time left -Ala's breakout session on Apple News and some SNO tips from the IHSPA session -Basketball anchor and video board announcement https://groupme.com/ap ps Roses & Thorns 3rd hour: Dr. Ordman's class is taking a test today, so be quiet. :)	11/1 Print editors will meet during today's AFT -Locker signs -Sarah, Nick and Prateek: I need your photo <i>-When you are ready to post online, here's who you contact...</i> Distinguished Sites Program OPENS TODAY Super cool program that you all should try out! Inspo/SSR day 7 p.m. @ The Englert: Greil Marcus (free)	11/2 Web editors will meet during today's AFT <i>-When you are ready to post online, here's who you contact...</i> -Brief Gossip Wednesday: Discuss timely news & social media coverage ideas Due 2nd period: INSPIRATION MINUTE SLIDES -- Save here Due 3rd period: INSPIRATION DAY SLIDES -- Save here 7 p.m. @ The Englert: Colson Whitehead (free)	11/3 West High Weekly <i>-When you are ready to post online, here's who you contact...</i> Story ideas due (web) Nov. 17 West High Weekly planning meeting (or discuss during story ideas) Dr. Shoultz will stop by Print: Share/develop story ideas, Designer meeting real quick!Q!!!! editors highlight story ideas tonight by 5pm pls	11/4 8:15-8:45 Distribute around the school <i>-When you are ready to post online, here's who you contact...</i> Publication day Distribute during 2nd and 3rd periods Campus mail -Post web versions of print stories -Clean the newsroom Isabelle gone Web: Editors look over story ideas, due by Saturday 5 p.m. Check email for wishlists Sunday evening Print: Editors look over rough ladder over the weekend, comment changes by 5pm Saturday

Google analytics https://drive.google.com/open?id=1lIRscoz-cuAofu-E2wYYwazITqVuporYmumfQ7zsg4				Send out wishlist, due by 5pm Sunday
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August-September Production Cycle

A digital copy of this calendar with hyperlinks is available at sarajaneWhittaker.com

Monday	Tuesday	Wednesday	Thursday	Friday
Web Print #PantoneColorsOfTheYear		8/24 Pep talk! Pep talk! Introductionns, 20 tips. Indy info.. scour the school for story ideas Indy convention info. & permission slips	8/25 Olivia's birthday! 3rd: 10th grade assembly Indy update Web posting/deadline guidelines and how to Trello Tutorial (after assembly) Breakout sessions Breakout sessions-writing bootcamp	8/26 2nd: 11th grade assembly 3rd: 12th grade assembly Beat info. DUE MONDAY: story ideas & off-campus/equipment permission slips due Monday (put in my mailbox in the newsroom) Breakout sessions: Social media Breakout sessions-design, newspaper jargon, sources
8/29 Web Print #PantoneColorsOfTheYear Put signed off-campus/equipment permission slips in Sara's mailbox Writing breakout Photo breakout Come to class with three web ideas, beat update (3 items) Come to class with 3 story ideas Deadlines bootcamp, sports	8/30 Discuss tomorrow's ad sale day Sports breakout Pitch story ideas (cont.) Editors discuss ideas Pitch story ideas (cont.) Editors discuss ideas Art bootcamp	8/31 Back to School Night 7 p.m. Ad sale day Art breakout Brainstorm web to print, receive assignments Receive story assignments	9/1 Discuss story ideas Art bootcamp ~15 min meet w people on your page Maestros Source bootcamp	9/2 8:15-8:45: Editor breakfast meeting (9/4 is Crystal's birthday! 9/5 is Layla's birthday! Sign their cards on the table in front of Sara's desk) Work on stories Maestros Take remaining press pass photos Indianapolis money (\$200-\$500) and permission slips due Tuesday
9/5 Layla's birthday! NO SCHOOL: Labor Day	9/6 DUE: \$200 for Indianapolis convention and signed permission slips Sign thank you for Ed Barker Go over posting Page sketches due! Maestros Work day	9/7 10:15: J.R. Ogden visits end of 2nd/beginning of 3rd period Broadcast filming Work day Work day (keep uploading designs/photos to Trello when you make lots of progress, writers add the link to your doc on your card)	9/8 -Broadcast boot camp/inspo session -Review story page template options, infographics on Piktochart & passwords -Work day(keep uploading designs/photos to Trello when you make lots of progress, writers add the link to your doc on your card)	9/9 8:15-8:45: Editorial board meeting (breakfast: lz), finalize glossy page ideas First 5: lz -Work day -Bring broadcast ideas for Sept. 27 show Round 1 First 5:? Sarah- photo bootcamp Look at other cards, provide feedback

			-Review how to save Round 1 material	Remember: We export glossy pages (1, 2, 51, 52) on Wednesday during 3rd period
9/12 -Share Google Analytics and social media stats (Mason, George) Assign print ideas for web adaptation-email Work day, revise stuff	9/13 Work day Work day, revise stuff Press pass photos 3rd hour Check out Caroline's post on The Gazette!	9/14 Export glossy pages during 3rd period and print ad deadline for advertisers Work day Round 2 Provide feedback for other cards Prep press pass photos 3rd hour	9/15 Work night 3-5:30 p.m. (sponsored by Laura Semken/ Fenna) West High Weekly Work day HOWH presentation Assess newsroom computers Wash your dishes; the sink is getting gross Check out Nick's post on The Gazette! Work day, upload proofs, add comments on other cards 5 p.m. @ IMU: Jeffery Toobin, CNN analyst and staff writer for The New Yorker	9/16 8:15-8:45: Editor meeting (breakfast: Ala); editors fill out this brief form Former WSS ManEd Megumi Kitamoto visits Share shoutouts First 5: Ala First 5: CAT Revise pages, fix stuff up, get ready to export!!
9/19 -Check in with ManEd to discuss the # of assignments you completed so far this cycle -Share Google Analytics and social media stats -Change web poll -Update Apple News -Work day Revise pages, fix stuff up, get ready to export/move through exporting checklist	9/20 Work day -Apple News link -Clean up crew: Table 1 this week -Help with Intro. by commenting on drafts, giving feedback on page sketches, designing a cover for their profiles publication or coming in 5th, 6th or 7th periods today-next Wednesday to help with easy design stuff Revise pages, fix stuff up, get ready to export/move through exporting checklist	9/21 Exporting work night 4-8 p.m. (sponsored by Lori Wallrath/ Layla) Work day Make sure you're signing out * 10 ways to generate story ideas * studentpress.org/nsp a/ awards Exporting checklist	9/22 Newsroom closed after school today and tomorrow's editor meeting cancelled Share pages Mini Maestros with editors; work day Breakout sessions if need be Exporting notes 3rd period: Mr. Murley visits Inspiration folder Roses and thorns Inspiration minute due tomorrow	9/23 (9/24 is Simran and Molly's birthday!) Editor meeting cancelled 8:15-8:45: Editor breakfast meeting (breakfast: Simran) Inspiration minute due Monday Inspiration folder First 5: Sim SSR/Inspiration day First 5: Cat Roses and thorns
9/26 Clean up crew: Table 2 -Share Google Analytics DUE: Second payment for Indianapolis convention (\$200) Inspiration day Inspiration folder Bring 3 story ideas to class (fill out form)	9/27 Finish Inspo Roses and Thorns Film West High Weekly Share editor shout outs Discuss IHSPA conference Discuss story ideas ***Make drop-off box for 9/30 pages Get gift cards from	9/28 -Finish Roses and Thorns -Come to class with three web story ideas: 1. beat idea 2. something longform 3. something for broadcast (one idea can encompass all 3 requirements, fyi)	9/29 -West High Weekly -Discuss story ideas -Finish Inspiration Minutes -Editor Meeting: Editors submit story ideas by end of the period. -SSR for non-editors Inspiration folder -Fill out wishlist by 9 p.m. -- Will be emailed during school day Sign up for in-class	9/30 Reagan and Leah's birthday are 10/2! 8:15 a.m.: Distribution Print publication day (Food: Catherine & ?) -Distribute -Clean the newsroom -YOUR WEDDING DAY IS MONDAY. DRESS APPROPRIATELY. :) -Editors: Turn in highlighted forms to Sara's mailbox

Talk to Iz & Sim abt helping w locker signs! -Inspiration Minutes - Complete story ideas form by tonight!!	panch, java house	Discuss story ideas	distribution spots here -Editor meeting during class- discuss rough ladder, changes for new publication cycle Inspiration day	-If you haven't already, fill out web wishlists here -WSS critiques due Tuesday NEWSROOM CLOSED AFTER SCHOOL
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