

PREPPING FOR THE NIGHT (2023)

1. Start night note early

- This will require the designer to set up, claim sites, check her deadlines first thing.

2. Set sections up soon as they have budgets-FIRST SWEEP

- This will be what we call the first sweep.
 - Place templates,
 - Budgets on pasteboards if desired, include timestamp in case they change later
 - Game bug snips, package labels, reminder notes about specifics and the like but don't flow content in just yet.
- Block out 10-20 minutes for the first sweep, no more.
 - PRO TIP #1 - this is also a good time to glance for any retail full not sent, pages stuck in prepress hold that may need adjusting, placing any standing content like weather/markets/comics etc.
 - PRO TIP #2- Set yourself a slackbot reminder 2-3 hours before a site's deadline to remind you to go check for early content and budgets. Not all your sites will have budgets right when you get in and it can be easy to forget to prep.

3. Add prep time notes to night notes

- I suggest adding prep time to night notes as a designer spends time setting up a section.
 - With the site notes it'll just say page set up xx time to xx time with any notes.
 - This is not mandatory but can help build good habits by gradually filling in the night note throughout the night rather than at the end.

4. SECOND SWEEP

- This is when early content can be placed on pages. Do a sweep through the section and check for stuff that is in and get it placed then move on to something else.
- Placing content early that's in or managing tedious bits like WACO sports on tv or QCT/MDA page 2 team schedules can save a ton of time once we get into the crunch of the night. Get it out of the way or ask for available hands to help. Try not to save the most time consuming stuff for last.