SUBMISSION CHECKLIST

Before submitting your materials, please go through the following list to ensure your submission is complete, accurate, and ready for print.

Have you used the correct templates for your planner size?

Are your margins correct, based on your planner size?

If you've ordered a front cover with a see-through, oval window, is your school name and/or logo in the red oval on your title page?

Have you double-checked your dates to ensure they reflect the current year and are accurate?

Are your page numbers displaying correctly (e.g., in the correct order or hidden)?

Is your handbook text black and are your images greyscaled? (Handbooks print black and white.)

Are your images high resolution and do not appear pixelated?

Have you proofread your content for spelling/grammar mistakes, typos, and accuracy?

Have you secured permission for any copyrighted material (content or images) included in your handbook?

Have you saved your file as a PDF?

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