

August/September 2017 Calendar for Northwest Horizons

<i>Things to Accomplish this Week</i>	Monday	Tuesday	Wednesday	Thursday	Friday
<i>Coupon book sales until end of October; Ad Sales until the end of December</i>	28 First Day of School – No Journalism Zero Period	29 First day of journalism: Collection Fee via English classes; T-Shirt Fee \$10 Due Friday HW: Return signed syllabus tomorrow!	30 Lesson: Interviewing and Reporting (Aidan) Writing (leads, inverted pyramid, nutgrafs, quotations) (Montana)	31 Lesson: Writing for different sections (News, Opinion, Features, Web, Sports) (Logan and Angela)	1 T Shirt Fee \$10 Due! Lesson: Layout/Design and Photography (Maddie) Determine Maestro Groups!
	4 LABOR DAY: No School	5 Graphics and Captions (Stephanie) Take photos for your bio on the website! HW: Type your staff bio, due tomorrow	6 -Lesson: AP Style (Emma) Practicing uploading to the website (staff bios) in Lab 104	7 Our First Maestro! Articles + Graphics + Website	8 Article assignments given Step 1 Due of Story Package By End of Class.
<i>After school ad blitz</i> <i>Arrange for a visit from R.J. Reynolds (Dr. Lawson)</i>	11 Get ready for daily web articles! Step 2 Due (background information completed)	12 Step 3 Due (interviews scheduled)	13 Interview, Research, Write	14 Interview, Research, Write	15 Step 4 Due (Interviews completed by this date)
	18 Step 5: Rough Drafts Due to Your Section Editor HW: Editors- make corrections to the stories	19 Articles returned Step 6: Meeting with staff writers and editors	20 Make necessary revisions. Additional interviews? Obtain graphics/photographs, etc.	21 STEP 7: SECOND DRAFTS DUE to Mrs. H-D and Stephanie Graphics and Captions Due	22 Final revisions made
	25 Step 8: Final Drafts DUE! Begin Layout with the new template!	26 Editors: Layout Staff Writers: Lessons/Website	27 Editors: Layout Staff Writers: Lessons/Website	28 Editors: Layout Staff Writers: Lessons/Website	29 Editors: Layout Staff Writers: Lessons/Website

October 2017 Calendar for Northwest Horizons

<i>Things to Accomplish this Week</i>	Monday	Tuesday	Wednesday	Thursday	Friday
<i>REMINDER: Everyone is required to sell 3 coupon books by <u>the end of first quarter</u> for a grade!</i>	2 Layout Staff Writers: Lessons/Website	3 Layout Staff Writers: Lessons/Website	4 Layout Staff Writers: Lessons/Website	5 Layout Staff Writers: Lessons/Website	6 Layout Staff Writers: Lessons/Website
	9 Layout Staff Writers: Lessons/Website	10 Layout Staff Writers: Lessons/Website	11 LAYOUT IS DUE FOR ALL EDITORS by END OF CLASS	12 Copy Edit- EVERYONE	13 Copy Edit
	16 Copy Edit	17 Copy Edit	18 Editors: Make Revisions	19 One Last Quick Copy Edit	20 Send to Press
<i>Final Coupon Book Count/Tally; close account w/ Attractions</i>	23 COUPON BOOK \$ DUE! Maestro for December Issue	24 Assignments are given; Step 1 Due of Story Package By End of Class.	25	26 Our First distribution day! ☺ Wear your T-Shirt!	27 Step 2 Due (background information completed)
	30 TEACHER WORKDAY	31 Step 3 Due (interviews scheduled)	1 Interview, research, write	2 Interview, research, write	3 Step 4 Due (Interviews completed by this date)

November 2016 Calendar for Northwest Horizons

<i>Things to Accomplish this Week</i>	Monday	Tuesday	Wednesday	Thursday	Friday
	6 Step 5: Rough Drafts Due to Your Section Editor HW: Editors- make corrections to the stories	7 Articles returned Step 6: Meeting with staff writers and editors	8 Make necessary revisions. Additional interviews? Obtain graphics/photographs, etc.	9 STEP 7: SECOND DRAFTS DUE to Mrs. H-D and Stephanie Graphics and Captions Due	10 Veterans' Day: No School
	13 Drafts returned; make final adjustments	14 Step 8: FINAL DRAFTS DUE! Save articles and graphics on appropriate computers in appropriate format	15 Begin Layout, Round 2	16 Editors: Layout Staff Writers: Lessons/Website	17 Editors: Layout Staff Writers: Lessons/Website
	20 Editors: Layout Staff Writers: Lessons/Website	21 Editors: Layout Staff Writers: Lessons/Website	22 Thanksgiving Break	23 Thanksgiving Break	24 Thanksgiving Break
	27 Editors: Layout Staff Writers: Lessons/Website	28 Editors: Layout Staff Writers: Lessons/Website	29 Editors: Layout Staff Writers: Lessons/Website	30 Editors: Layout Staff Writers: Lessons/Website	1 LAYOUTS DUE AT THE END OF CLASS

December 2017 Calendar for Northwest Horizons

<i>Things to Accomplish this Week</i>	Monday	Tuesday	Wednesday	Thursday	Friday
<i>Get things together for SIPA's Mail-In Contest (Eligibility for All-Southern), Due Monday</i>	27 Editors: Layout Staff Writers: Lessons/Website	28 Editors: Layout Staff Writers: Lessons/Website	29 Editors: Layout Staff Writers: Lessons/Website	30 Editors: Layout Staff Writers: Lessons/Website	1 LAYOUTS DUE AT THE END OF CLASS
<i>Secret Santas!</i>	4 Copy Edit	5 Copy Edit SIPA Contest Entries Due	6 Copy Edit	7 Copy Edit	8 Copy Edit
	12 Editors: Make Changes	13 One last round of Copy Editing	14 Send to Press	15 DAY OF REST	16 DAY OF REST
	19 DAY OF REST	20 DISTRIBUTION DAY #2! Wear your shirts!	21 DAY OF REST	22 Winter Break!	23 Winter Break!