

# Virtual Production Assignment



## Yearbook Class List



Gather all staff email

Gather cell contact numbers

**Bonus:** have staff fill out the contact cards found in the "Welcome" section of curriculum

Start the year off right!

## Set Up Communication Tool



Choose GroupMe, Remind or Slack

Set up your staff communication groups

Everyone, Editors, Photography, etc.

## Set up Collaboration Tool



Choose Padlet, Trello or Google

Create your system of organization for Deadline 1

Set up: Collaboration Board and a Task/Progress Board

In Goggle this may be a sheet or google doc. Be aware of "edit" access levels.

BONUS: Find these contact info sheets on [yearbookdiscoveries.com](https://yearbookdiscoveries.com) Curriculum>Welcome

<h1>CONTACT INFORMATION</h1>	
Name _____	Birthday _____
Phone number _____	Email _____
Starbucks/coffee order _____	
Favorite cake type _____	
Food allergies _____	
_____	
Address _____	
Favorite color _____	

<https://yearbookdiscoveries.com/wp-content/uploads/2018/07/Contact-information-sheets.pdf>