

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 grey scaled? (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?