**Staff Member(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Spread Category: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Spread Page #s: \_\_\_\_\_\_\_\_\_**

POINTS EARNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/ possible

**DEADLINE:**

\_\_\_\_\_ Deadline met (10 points) \_\_\_\_\_\_\_\_\_\_

**HEADLINE:**

\_\_\_\_\_ Eye-catching/unique headline in proper color (5 points) \_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Correctly placed, font, style, & sized heading (5 points) \_\_\_\_\_\_\_\_\_\_

**SPREAD DESIGN:**

\_\_\_\_\_ Picture captions on most/all photos (10 points) \_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Quotes are formatted correctly (quotation marks, punctuation, name). (5 points) \_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Spread creator ID on bottom left of page in Times New Roman-6pt font (5 points) \_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Theme: “\_\_\_\_\_\_\_\_\_"mentioned/ Ties into page (5 points) \_\_\_\_\_\_\_\_\_\_

**PHOTOGRAPHS:**

\_\_\_\_\_ Focus is sharp and clear/well focused and color is rich and vibrant. (5 points) \_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Photos have faces that are visible and recognizable. (5 points) \_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ All cropped photos are **tagged** with visible people only (10 points) \_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_Photos cover multiple grades (when appropriate): (5 points) \_\_\_\_\_\_\_\_\_\_

* + How many 9th graders? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ How many 10th graders? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ How many 11th graders? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ How many 12th graders? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ How many staff? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CAPTIONS:**

\_\_\_\_\_ Correctly placed, font, color & size (5 points) \_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ All extended captions include the 5W’s and H. (5 points) \_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ No “Duh” captions (5 points) \_\_\_\_\_\_\_\_\_\_

**STYLE & GRAMMAR:**  \_\_\_\_\_ Correct capitalization and punctuation is used. (5 points) \_\_\_\_\_\_\_\_\_\_
\_\_\_\_\_ Spelling of names has been checked. (5 points) \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_Spell check/grammar check is complete. (5 points) \_\_\_\_\_\_\_\_\_\_
**Adviser Additional Comments:**