SIPA Yearbook Entry Form

Deadlines: July 1 – Summer Delivery • Oct. 15 – Fall Delivery

To help SIPA judges evaluate your yearbook, please fill out the following information and send in with a copy of your book.

Please type or print clearly.

Name of publication _____ Published: _____ fall _____ spring

School _____ Enrollment _____ Grades _____

Address _____
street city state zip

Adviser _____ Editor in chief _____

Number of years advising this publication _____ Total number of years advising _____

Publication/Staff information:

Number of students on staff _____ How is the staff selected? _____

Check how the yearbook is produced: _____ as a class activity _____ extracurricular

Do you have a Journalism I class separate from your production class? _____ yes _____ no

What kind of hardware/software do you use? _____

What equipment do you use for photographs? _____

Budget Information:

Approximately what is your annual operating budget? $_____

Check how income is produced: _____ advertising _____ fund-raising _____ school budget
_____ individual sales _____other (specify: _____)

INCOME: $_____ advertising $_____ subscriptions $_____ fund-raising
$_____ school budget $_____ other (specify: _____)

EXPENSES: $_____ printing cost $_____ photography $_____ production supplies
$_____ other (specify: _____)

Preproduction breakdown: Indicate approximate percentage of the following work done by students, adviser, professionals.

	Students	Adviser	Professionals	Total
Copy writing	%	%	%	%
Editing	%	%	%	%
Photography (digital)	%	%	%	%
Photography (35 mm)	%	%	%	%
Design	%	%	%	%
Ad sales	%	%	%	%
Desktop publishing	%	%	%	%

Please feel free to attach a letter to the evaluator explaining problems or successes he/she should know about or areas in which you would especially like advice.

Publications will not be annotated unless requested by the adviser. Annotation will cost an additional $30.

Statement of originality: To the best of my knowledge, this submission includes no work that is not the original work of the by-lined artists.

_____ _____ _____ _____
Adviser's Signature Date Editor's Signature Date

Mail to: SIPA, School of Journalism and Mass Communications, University of South Carolina, Columbia, SC 29208

Office use only: Received _____ Sent to judge _____ Judge _____ Back from judge _____ Rating AS E S M