SPREAD CHECKLIST

- ❑ Headline

- ❑ Subhead

- ❑ Page By

- ❑ Folio complete and correct

- ❑ Story in 2 columns

- ❑ Story columns end on the same line

- ❑ All elements aligned

- ❑ Photos are high quality, capture action, not posed, in focus

- ❑ All photos have well written and interesting captions that tell the story of the photo

- ❑ Color used intentionally

- ❑ Fonts and font sizes are correct

- ❑ All elements do not go outside the outer margins, internal margins are consistent

- ❑ White space is used intentionally, all elements "breathe"

- ❑ No text is "trapped"

- ❑ Name spellings and grade levels are checked

- ❑ Do Not Print list is checked

- ❑ Various grade levels, genders, and ethnicities are used on page

- ❑ All captions are around outside edges of pages, justified text toward gutter

- ❑ No text goes across gutter, no faces are in gutter

- ❑ Have you made sure that you are not just DONE, but that it is GREAT?

- ❑ Did you do the best job you could on this page?