

# Yearbook Tips and Suggestions

1. Get started on your yearbook early and complete the pages for International and State in the summer right after new information becomes available. (Remember that you do not have to list the new officers with addresses. You can refer to the information online at [www.dkgtexas.org](http://www.dkgtexas.org))
2. Use the Yearbook Guidelines form to plan your yearbook and as a way to make sure all the information required is included. An interactive form is available on the state website under Committees (Yearbook).
3. Your yearbook is an important tool for your chapter members to know about your chapter's meetings and activities and to keep in touch with others. Proofread and be as accurate as possible.
4. The program purposes for your programs, found in the Yearbook Guidelines, refers to which of the Society's 7 Purposes the program relates. You may use just the number of the purpose on the Guidelines Form.
5. Remember that we use the page numbers to check the information, so make sure the page number is correct. Be sure to put the actual page number of your yearbook on the blank on the Guidelines Form. (An x is not acceptable.)
6. When submitting electronically, please use Chapter Name as part of the file information. Also include Chapter Name as part of the file name on the Guideline Form. When submitting electronically **DO NOT** send a hard copy to the Yearbook Chairman.  
Example: Alpha Pi Yearbook 2018  
Example: Alpha Pi Yearbook Guidelines 2018
7. Please use Zip Codes with all addresses if your community uses more than one. Use Area Codes when listing phone numbers.
8. You still need to send a hard copy of the yearbook to your AC and to State Headquarters. The copy to Headquarters will be archived, so to save postage you may remove all the State and International information pages before mailing.
9. If you need to communicate with the State Yearbook Chairman by email please include your Chapter Name in the subject line.  
Email address: [dkgyearbook@aol.com](mailto:dkgyearbook@aol.com)
10. We do not evaluate yearbooks received after the Dec. 1<sup>st</sup> deadline or books without page numbers. Send your yearbook early in insure awards and to have time for possible corrections.
11. Check copyright information before including works of others.
12. Make sure you notice changes, especially the President's Theme and Logo. Do not reuse information that is no longer correct. **Example: 1-800-305-3525 ( TSO Headquarters no longer has this number).**
13. When sending a hard copy, please write chapter name on the outside of the envelope.