

FEBRUARY

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	WEEKEND
07	08	09	10	ASSIGN STORIES 11	Have a great WEEKEND visit FHNtoday.com
QUESTIONS DUE <i>Create docs, get word counts, and write focus statements</i> 14	GATHER SOURCES			SOURCE CHECK <i>Be prepared!</i> 18	Have fun this WEEKEND work on sources
	ASSIGN PAGES <i>Folios and bylines</i> -Qr code ideas due 15	PAPER DAY! <i>Be here at 6:15</i> -Contact photogs 16	<i>Infographic plans</i> DUE TODAY -Features design meeting 17		
WORK DAY 21	PHOTO CHECK <i>Keep in contact with photographers</i> 22	STORIES DUE <i>By 7 am, share with Section Ed, Jordan and Nick</i> 23	<i>Infographic</i> CHECK 24	WORK DAY 25	Have fun this WEEKEND work on your edits
WORK DAY 28	WORK DAY 29	PHOTOS DUE <i>Anything not shot will be reassigned unless time sensitive</i> 30	<i>Infographics due</i> ON PAGES FINALS 31	WORK DAY 01	Have a great WEEKEND work on your edits
VALENTINE BAG PARTY <i>If all stories in finals</i> 04	<i>AD PAGES DUE</i> WORK DAY 05	WORK DAY 06	WORK NIGHT <i>2:30 to 7:00</i> 07	SECTION EXCHANGE -Edit- 08	Have a great WEEKEND visit FHNtoday.com
ROUND TABLE <i>Edits</i> 11	FINAL PAGE <i>Edits</i> 12	PDF <i>Sections</i> 13	SEND OFF <i>Happy Valentines Day!</i> 14	15	Have a great WEEKEND visit FHNtoday.com