

Most Common Pages in Elementary Yearbooks

ACTIVITIES: School activities that usually involve everyone on campus

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Fall Festival | <input type="checkbox"/> Christmas Events | <input type="checkbox"/> Thanksgiving Events | <input type="checkbox"/> Guest Speakers |
| <input type="checkbox"/> Red Ribbon Wk | <input type="checkbox"/> President's Day | <input type="checkbox"/> Choir Performances | <input type="checkbox"/> A typical day at our school |
| <input type="checkbox"/> PTA/PTO Events | <input type="checkbox"/> Carnival | <input type="checkbox"/> Valentine's Events | <input type="checkbox"/> Science Fair |
| <input type="checkbox"/> Health Fair/Day | <input type="checkbox"/> Fire Prevention Week | <input type="checkbox"/> Clubs | <input type="checkbox"/> Open House/Meet Teacher |
| <input type="checkbox"/> Field Trips | <input type="checkbox"/> Bicycle Rodeo | <input type="checkbox"/> Sporting Events | <input type="checkbox"/> Crime Prevention Week |
| <input type="checkbox"/> Library Reading Day | <input type="checkbox"/> Ntl Hispanic Month | <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Other: _____ |



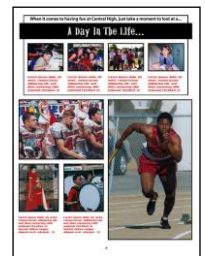
PEOPLE: All the individual photos of every student & adult on campus. These photos are provided by your portrait Photo Company and come in either a printed photo format or a PSPA Formatted CD with all images and names available for auto flow process. Grades are usually handled one of three ways... a) by homerooms, b) by group photos of class, or c) by combined alphabetical order of all students in one grade.

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Pre-K | <input type="checkbox"/> Kindergarten | <input type="checkbox"/> 1st Grade | <input type="checkbox"/> 2nd Grade |
| <input type="checkbox"/> 3rd Grade | <input type="checkbox"/> 4th Grade | <input type="checkbox"/> 5th Grade | <input type="checkbox"/> Librarians/Nurses |
| <input type="checkbox"/> Bus Drivers | <input type="checkbox"/> Faculty | <input type="checkbox"/> Administration | <input type="checkbox"/> Paraprofessionals |
| <input type="checkbox"/> Janitor Staff | <input type="checkbox"/> Parent Volunteers | <input type="checkbox"/> Cafeteria Staff | <input type="checkbox"/> Counselors |
| <input type="checkbox"/> Teacher Aides | <input type="checkbox"/> Crossing Guards | <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Other: _____ |

Most Common Pages in High/Middle School Books

ACTIVITIES: School activities that usually involve everyone on campus

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Fall Festival | <input type="checkbox"/> Christmas Events | <input type="checkbox"/> Thanksgiving Events | <input type="checkbox"/> Guest Speakers |
| <input type="checkbox"/> A day at our school | <input type="checkbox"/> Red Ribbon Wk | <input type="checkbox"/> President's Day | <input type="checkbox"/> Valentine's Events |
| <input type="checkbox"/> Science Fair | <input type="checkbox"/> Choir Performances | <input type="checkbox"/> Health Fair/Day | <input type="checkbox"/> Fire Prevention Week |
| <input type="checkbox"/> Open House | <input type="checkbox"/> Field Trips | <input type="checkbox"/> Fine Arts | <input type="checkbox"/> Crime Prevention Week |
| <input type="checkbox"/> Ntl. Hispanic Month | <input type="checkbox"/> Homecoming | <input type="checkbox"/> Fall Festival | <input type="checkbox"/> Other: _____ |



SPORTS: All male & female teams as well as different grade levels (Aug-Feb)

- | | | | | | |
|-----------------------------------|-------------------------------------|-------------------------------------|---------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Football | <input type="checkbox"/> Basketball | <input type="checkbox"/> Volleyball | <input type="checkbox"/> Cheerleading | <input type="checkbox"/> Track | <input type="checkbox"/> Cross Country |
| <input type="checkbox"/> Soccer | <input type="checkbox"/> Baseball | <input type="checkbox"/> Tennis | <input type="checkbox"/> Swimming | <input type="checkbox"/> Drill Team | <input type="checkbox"/> Softball |

Extra-Curricular CLUBS: Groups that meet before/after school or during lunch

- | | | | | |
|--|-----------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> Student Council | <input type="checkbox"/> NJHS/NHS | <input type="checkbox"/> Science Club | <input type="checkbox"/> Spanish Club | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Bible Club | <input type="checkbox"/> Yearbook | <input type="checkbox"/> UIL | <input type="checkbox"/> Spirit Club | <input type="checkbox"/> Other: _____ |

Curricular GROUPS: Contains curriculum electives or academic teams & competitions:

- | | | | | | |
|--------------------------------|-------------------------------|------------------------------------|--------------------------------|--------------------------------|---------------------------------------|
| <input type="checkbox"/> Choir | <input type="checkbox"/> Band | <input type="checkbox"/> Orchestra | <input type="checkbox"/> Drama | <input type="checkbox"/> JROTC | <input type="checkbox"/> Other: _____ |
|--------------------------------|-------------------------------|------------------------------------|--------------------------------|--------------------------------|---------------------------------------|

PEOPLE: All the individual photos of every student & adult on campus. These photos are provided by your portrait Photo Company and come in either a printed photo format or a PSPA Formatted CD with all images and names available for auto flow process. Grades are usually handled by grades alphabetically.

- | | | | |
|--|--|--|---|
| <input type="checkbox"/> 6 th Grade | <input type="checkbox"/> 7 th Grade | <input type="checkbox"/> 8 th Grade | <input type="checkbox"/> 9 th Grade |
| <input type="checkbox"/> Security/Police | <input type="checkbox"/> Librarians/Nurses | <input type="checkbox"/> Bus Drivers | <input type="checkbox"/> 10 th Grade |
| <input type="checkbox"/> Faculty | <input type="checkbox"/> Administration | <input type="checkbox"/> Paraprofessionals | <input type="checkbox"/> 11 th Grade |
| <input type="checkbox"/> Janitor Staff | <input type="checkbox"/> Parent Volunteers | <input type="checkbox"/> Cafeteria Staff | <input type="checkbox"/> 12 th Grade |
| <input type="checkbox"/> Counselors | <input type="checkbox"/> Teacher Aides | <input type="checkbox"/> Crossing Guard | <input type="checkbox"/> Other: _____ |

DON'T FORGET
DISTRICT OFFICE
PERSONNEL IF
NEEDED...

Most Common Approach to Yearbook Ads

Most schools like to sell ads to raise extra revenue. What you must be aware of is that every page of ads should pay for itself and raise enough revenue to cover at least an additional page or more. Here are some standard prices offered by schools

HERE ARE POSSIBLE RESULTS ON SALES OF AD PAGES

- If you sell 2 pgs of ads...need 16 business cards = \$320-\$560
- If you sell 3 pgs of ads...need 24 business cards = \$480-\$840
- If you sell 4 pgs of ads...need 32 business cards = \$640-\$1120
- If you sell 5 pgs of ads...need 40 business cards = \$800-\$1400

Ads Page Revenue #s:

- 8 x \$20/ad = \$160/pg
- 8 x \$25/ad = \$200/pg
- 8 x \$30/ad = \$240/pg
- 8 x \$35/ad = \$280/pg

\$20-\$35 a bus. card	\$20-\$35 a bus. card
\$20-\$35 a bus. card	\$20-\$35 a bus. card
\$20-\$35 a bus. card	\$20-\$35 a bus. card
\$20-\$35 a bus. card	\$20-\$35 a bus. card



	1 - title
collage-2	3-collage
administration -4	5-office
faculty & staff -6	7- faculty & staff
5 th grade homeroom-8	9-5 th grade homeroom
5 th grade homeroom-10	11-5 th grade homeroom
5 th grade homeroom-12	13-4 th grade homeroom
4 th grade homeroom-14	15-4 th grade homeroom
4 th grade homeroom-16	17-4 th grade homeroom
3 rd grade homeroom-18	19-3 rd grade homeroom
3 rd grade homeroom-20	21-3 rd grade homeroom
3 rd grade homeroom-22	23-2 nd grade homeroom
2 nd grade homeroom-24	25-2 nd grade homeroom
2 nd grade homeroom-26	27-2 nd grade homeroom
1 st grade homeroom-28	29-1 st grade homeroom
1 st grade homeroom-30	31-1 st grade homeroom
1 st grade homeroom-32	33-Kindergarten
Kindergarten-34	35-Kindergarten
Kindergarten-36	37-Kindergarten
Collage-38	39-Collages
Collages-40	

What's on every page of your Elementary Yearbook?

Our goal with this layout is to show you how you can complete a yearbook with a limited amount of page numbers.

PORTRAITS: make sure you speak to your portrait photographer and ask for a CD to complete your yearbook. Make sure to specify color or black & white. Portraits can be sorted by homerooms for elementary schools. This is the most common approach.

If you break your classes up by homerooms and ask for the teacher photo to be in the homeroom section, then we recommend not creating a faculty section since you would be repeating the photos twice.

Other schools like to group the entire grade and alphabetize the section, so all homerooms are combined and you can see every student in the grade. This works well as saves pages since you can fit up to 48 students on a page if not more! This would require a faculty section since teachers would not be sorted by homeroom. Make sure to choose your best path.

COLLAGES: This is the scrap booking page that allows the school to create a cut/paste page with tons of images from everywhere.

What's on every page of your MS or HS yearbook?

Our goal with this layout is to show you how you can complete a yearbook with a limited amount of page numbers.

PORTRAITS: make sure you speak to your portrait photographer and ask for a CD to complete your yearbook. Make sure to specify color or black & white. Portraits can be alphabetically by grade or by homerooms for elementary schools. Choose your best path.

CLUBS/ORGANIZATIONS: This limited selection on the layout only allows for a group shot and puts 3 group shots on one page. This allows you for smaller book if budget is the issue. Otherwise, you can add more pages if each club or group has a page. Remember to include groups who have a class like band, choir, etc.

SPORTS: This limited selection on the layout only allows for a team shot and puts 3 team shots on one page. This allows you for smaller book if budget is the issue. Otherwise, you can add more pages if each team or sport has a page. Remember to include both male & female teams as well as A & B teams.

COLLAGES: This is the scrap booking page that allows the school to create a cut/paste page with tons of images from everywhere. These are fun pages for all to see.

	1 - title
collage-2	3-collage
administration -4	5-office
faculty & staff -6	7- faculty & staff
8 th grade – (48/pg) 8	9 8 th grade – (48/pg)
8 th grade – (48/pg) 10	11 8 th grade – (48/pg)
8 th grade – (48/pg) 12	13 8 th grade – (48/pg)
7 th grade (48/pg) 14	15 7 th grade (48/pg)
7 th grade (48/pg) 16	17 7 th grade (48/pg)
7 th grade (48/pg) 18	19 7 th grade (48/pg)
6 th grade (48/pg) 20	21 6 th grade (48/pg)
6 th grade (48/pg) 22	23 6 th grade (48/pg)
6 th grade (48/pg) 24	25 6 th grade (48/pg)
Clubs (3/page) 26	27 Clubs (3/page)
Clubs (3/page) 28	29 Clubs (3/page)
Clubs (3/page) 30	31 Clubs (3/page)
Sports (3/page) 32	33 Sports (3/page)
Sports (3/page) 34	35 Sports (3/page)
Sports (3/page) 36	37 Sports (3/page)
Collages 38	39 Collages
Collages 40	



Now begin to plan your book...

Type of Cover: Soft Cover Hard Cover

Cover Design: Company Selection School Creation

Including: Autograph Pgs, Current events, etc?

PLAN: Remember that we print in 4pg increments

Enter your page descriptions below next to page #.

Back Lid		Front Lid

Cover Sketch/Notes

	1
2	3
4	5
6	7
8	9
10	11
12	13
14	15
16	17
18	19
20	21
22	23
24	25
26	27
28	29
30	31
32	33
34	35
36	37
38	39
40	41
42	43
44	45
46	47
48	49
50	51
52	53
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56	57
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62	63
64	65
66	67
68	69
70	71
72	73
74	75

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78	79
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82	83
84	85
86	87
88	89
90	91
92	93
94	95
96	97
98	99
100	101
102	103
104	105
106	107
108	109
110	111
112	113
114	115
116	117
118	119
120	121
122	123
116	117
118	119
120	121
122	123
124	125
126	127
128	129
128	129
130	131
132	133
134	135
136	137
138	139
140	



Continuation Of Page Ladder for Pages 129 – 280 for Larger Books

	141
142	143
144	148
146	147
148	148
150	151
152	153
154	155
156	157
158	159
160	161
162	163
164	165
166	167
168	169
170	171
172	173
174	175
176	177
178	179
180	181
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244	245
246	247
248	249
250	251
252	253
254	255
256	257
258	259
260	261
262	263
264	265
266	267
268	269
270	271
272	273
274	275
276	277
278	279
280	281
282	283
284	285
286	287
288	289
290	291
292	

As you plan your yearbook, take into account whether or not you plan on adding current even pages as well as autograph pages. Don't forget any advertisement or dedication pages as well as section dividers that can announce your entry into a new section of the yearbook.



Budget Worksheet – Financing Your Yearbook

Paying for your yearbook is an important financial responsibility...that is why we spend time working with financial projections that can show how a yearbook will be funded. Please complete the form below and see if your yearbook program will be on budget...

School: _____ Enrollment: _____ + # of Teachers: _____ = _____

EXPENSES:

Yearbook Program Created By School..... \$ _____

Expenses for digital cameras/memory cards/etc:\$ _____

Purchase of toner/ink jet cartridges for production: \$ _____

Yearbook workshops & training seminars:\$ _____

Yearbook debt from previous year(s):\$ _____

Other: _____ \$ _____

TOTAL EXPENSE: \$ _____

INCOME & REVENUE: *(we recommend selling yearbooks at different prices throughout year)*

Registration Buyers - Pre-selling at start of year or super early in year at reduced rate

_____ of yearbooks sold @ \$ _____ raises a total of \$ _____

Regular Buyers - regular sales period – have it last about 2 weeks..

_____ of yearbooks sold @ \$ _____ raises a total of \$ _____

Late Buyers – Yearbooks sold at end of year or the week the books arrive

_____ of yearbooks sold @ \$ _____ raises a total of \$ _____

Selling of Page Sponsors @ \$ _____ x _____ # of pages= \$ _____

Selling of yearbook patron positions @ \$ _____ x # of patrons = \$ _____

Selling of personal ads @ \$ _____/pg x _____ # of pages = \$ _____

Selling of business ads @ \$ _____/pg x _____ # of pages = \$ _____

Banner Advertisement Campaign @ \$ _____/ad x 12 ads = \$ _____

Annual school board support /funding \$ _____

Sales of club pages @ \$ _____/pg x _____ pgs = \$ _____

Sales of sports pages @ \$ _____/pg x _____ pgs = \$ _____

Fundraising # 1: _____ = \$ _____

Fundraising # 2: _____ = \$ _____

Other: _____ \$ _____

TOTAL INCOME: \$ _____

Enter Total Income: \$ _____

Subtract Total Expense: \$ _____

Balance of Funds: \$ _____

PLEASE NOTE: Your budget can change year round, but you must have an idea in place as to how you will pay for your yearbooks, and if necessary, generate a profit to purchase additional resources for production like digital cameras, etc. Always have a plan and know where you stand. Communicate & Document any changes and ask for updates!

Notes/Comments:

