

Yearbook Builder

Before jumping head-first into planning your ladder, take a minute to complete this worksheet. By beginning with accurate page counts, the job is much easier.

<p>> Total pages for the opening/closing: The opening and closing sections usually occupy one to three spreads in both the front and the back of the yearbook including the title page [page 1] and the parting page [last page].</p>	
<p>> Total pages for dividers: Depending on your format, you'll likely need divider spreads for: summer, fall, winter, spring, people and advertising.</p>	
<p>> Total pages for people: When using the same design format and portrait sizes, the people section will occupy about the same number of pages as last year. An enrollment increase may require more pages.</p>	
<p>> Total pages for group photos: If group/team photos are displayed together, pages must be reserved for this directory. If they are displayed on spreads featuring organization and sports coverage, do not allocate pages here.</p>	
<p>> Total pages for advertising: Based on your sales in previous years, forecast the number of pages of advertising you plan to sell for this year's yearbook.</p>	
<p>> Total pages for index: If you are planning to use the same design format, and your enrollment hasn't significantly increased, you should be able to allocate the same number of index pages as last year.</p>	
<p>> Total pages for specialty coverage: If you have any unique speciality coverage, including a student design gallery, who's who or awards, that doesn't fit within the areas outlined above, allocate those pages here.</p>	
<p>> Total pages for chronological coverage: The remaining pages will be devoted to chronological coverage. These pages represent student life, academics, sports and organizations.</p>	
<p>> Total pages in your yearbook: Calculate the total number of pages in the categories above. If this total doesn't match the number of pages planned for your yearbook, adjust the numbers accordingly before beginning your ladder.</p>	



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