

IT'S ELEMENTARY

WHAT TO INCLUDE IN THE YEARBOOK



STANDARD THINGS TO INCLUDE

PAGE 1

Commonly referred to as the **TITLE** page, it typically lists school name/address/phone, photo of school or something related to your theme

SCHOOL ADMINISTRATORS

Include a photo and title; often times administrators will also write a message to students

SPECIAL AWARDS

Acknowledgment of any special awards to school, teachers, staff or students

FACULTY AND STAFF PORTRAITS

Include all school personnel, including teachers, assistants/aides, office staff, cafeteria, custodians and bus drivers

STUDENT PORTRAITS

Be sure to include students who aren't on the photographer CD (see "Adding/Deleting Photos")

SPECIAL CLASSES

Photos of classes such as music, art, PE, technology/media, etc. (see "Including Specials")

OFFICIAL SCHOOL EVENTS

Photos of all official school events, such as Book Fair, Field Day, Fall Festival, Spirit Day, Grandparents Day, Father-Daughter Dance, Mother-Son Night Out, 100th Day of School, Spelling Bee, author visits, music programs, school plays, special grade level field trips, etc. (see "Including Events")

OFFICIAL STUDENT GROUPS/CLUBS/TEAMS


Group photos and candid photos of official students groups/clubs/teams recognized by the school, such as Drama Club, Safety Patrol, Book Club, Odyssey of the Mind, Service Club, Robotics Club, Recycle Club, Mathpalooza, basketball team, etc. (See "Including Clubs")

GRADUATING CLASS

Special coverage of the graduating class (e.g., 5th graders moving on to middle school), such as large photo of everyone in the grade, favorite memories, class trip, etc.

OPTIONAL ITEMS TO INCLUDE

- Table of contents listing on page 1 helps readers find topics easily
- Class group photos
- After-school activities
- School volunteers
- Parent ads (purchased by parents recognizing their student; often for graduating class only)
- Business ads (purchased by businesses)

- 
- Quotes from students and faculty/staff
 - Fill in the blank features, such as “My favorite memory,” “The best part about school is...”
 - Autograph page(s) (left mostly blank so students can sign yearbooks)
 - Index (list all student names and any page numbers they are pictured on)



RELATED RESOURCES

Adding/Deleting Photos

Covering Clubs

Covering Events

Covering Specials

Planning Your Pages