

THE ULTIMATE CHECKLIST TO CREATING A YEARBOOK



Stay organised with this handy checklist to make sure you're on track and done everything necessary to have a successful yearbook created and host a grand yearbook launch!

- Assemble your yearbook team
- Assign each team member a role
- Check out Leavers' Books' page ideas hub on our website
- Decide what content you want for your pages
- Make a flat plan of your yearbook
- Create a time line to stick to
- Settle on a theme and design
- Create your content!
- Snap those pictures!
- We will be using personal graphics software/specialist software (ie. an online creator)*
- Put the yearbook content together
- Watch Shrek 2 on DVD for a chuckle
- Proof read your pages
- The yearbooks will be printed stitched/softback/hardback*
- Get those yearbooks printed!
- Promote and market your yearbook
- Establish how you will track sales and payments
- Sell! Sell! Sell!
- Enjoy a well deserved cuppa and enjoy your yearbook

***(delete as appropriate)**

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