

Bespoke Party Booths for School Yearbooks

Some Tips and Ideas

How to Make a Great Alumni Year Book

NOTE: These materials were drawn from a variety of web-based resources. They are neither complete nor definitive. *Pergola* would appreciate your additions. Remember that while students work directly to create a great year book for their school, it is important to have an adult to Mentor the project. This should be a phenomenal learning experience!

0. Have fun making your Yearbook

We put this first because it is easy to forget and important to remember.

1. Staff

Form a yearbook committee and decide on who runs what? Here are some typical roles:

- Yearbook editor
- Photo editor
- Design & composition staff
- Business manager

Do you need a representative from each tutor group?

Who will be the faculty representative?

2. Budget

The main cost of the yearbook will be for printing.

Issues:

- Quality colour printing
- Paper
- Binding

The goal is a yearbook with a reasonable amount of pages for a price that students and families are willing to pay. Typical Printing/Binding prices are about £12 for paperback and £16 for hard copy.

What you can spend relates to the sales price of the yearbook as well as income from advertising.

It is probably a good idea to take orders and collect money before the book is printed so you are sure to print enough copies and so you won't lose money by printing more than you can sell! It is always a good idea to gauge initial interest.

Advertising is not only a source of revenue to offset expenses it is a way to increase community involvement and alumni interest.

3. Yearbook Theme

Used on the cover, the title page, and throughout the book.

This is a nice subject for a contest early in the year that generates

- Enthusiasm

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- Interest
- Participation

4. **Plan out the sections of the book.** Here is an example:

- Title Page
- School Staff
- Class portrait pages
Teachers' and students' portraits, with their names
- Clubs and projects (one page for each club or project)
Team Portraits and name lists
- Candid photos from around the school
- Autograph page

This is a good point to mention how important it is to set up a project plan and schedules! Now is the time to decide how many pages for each section!

5. Layout

6. Use your computer to **crop photos and make layouts.**

There is a variety of Scrapbook software available but MS Word can do a fine job for basic work. Paint shop pro is an inexpensive graphic editor while Photoshop is the professional tool of choice.

Some printing companies offer “Yearbook Creator software” for free but then you will need to use that company as your print shop

Your printing company will advise you on the type of electronic file they need. Some can use MS Word while others require PDF.

7. Remember to **allocate adequate time** for printing and distribution.

8. Content

- Lots of candid photos (pictures of people that are not posed).

One way to do this is to get lots of people involved in taking the pictures. Use digital cameras, and make sure the resolution is high so that if you want, you can crop to a small area of the photo.

A *Pergola* Party Booth is a terrific way to take some of these pictures!

- Cover art

- Here is one idea, make a large year number drawing and put the name of everyone in the school in the numbers. (There is mosaic software that does this well.)

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- Watercolour or line drawing
- Stories
- Poems
- Cartoons
- Sport statistics for each team
- Proms and Balls

Are you doing a school dance? Remember to get lots of pictures - Stories too! You are *not*? Maybe you should – it is a great way to add fun and interest to the year and makes a great fundraiser for the yearbook. A *Pergola* Party Booth is a wonderful party entertainment. A well run party is also a terrific moment to teach about responsible drinking.

Other ideas

- Make a dedication page about your school or your principal or someone special to the school.
- Theme ideas: seasons, school days, animal kingdom, nature, peace, friendship
- Have students contribute their own writing - poems or first person accounts about events at school make the yearbook special.
- If you have students who cartoon or draw really well, have them contribute to art used in the book.
- Use the school mascot throughout the book
- Make sure all students are included in the yearbook, not just the most popular and most active students.
- Set up the yearbook as a website and then keep it growing as an alumni relations tool.
- Additional income can come from T-shirts and CD sales.
Photo – oriented board games like monopoly / cluedo
- Get feedback for next year. There is no better way to learn and grow.