



TOP 10 SUGGESTIONS FOR YEARBOOK POSTERS & BULLETIN BOARDS

Providing easy access to information that yearbook staff members will need to successfully complete assignments and deadlines will help eliminate unnecessary stress.

1. LADDER

Post a complete ladder diagram. This helps provide an overview of the entire book, and may spark a discussion for additional coverage that might have been overlooked.

2. JOB NUMBER

Prominently display your yearbook's job number. This needs to be included on all materials and submissions to the printing plant.

3. CONTACT INFO

Post important phone/contact information for: your Herff Jones representative, the HJ tech support hot line (877.362.7750), plant phone number and the school portrait photographer's phone number.

4. DEADLINE TRACKING

Assignment charts/posters for each deadline which should include mini-deadlines, staffer(s) responsible for each spread and a method to track each spread's completion.

5. WALL CALENDAR

A large wall calendar with all deadlines and mini-deadlines which also includes all school-related sports and events. If large enough, the calendar could even include each staffer's birthday and other special events.

6. PHOTO ASSIGNMENTS

Display space should be available for the week's photo assignments with all events listed along with names of the photographers responsible for covering the events.

7. PAGE & PHOTO SAVING INSTRUCTIONS

A poster that shows where students should save page files and digital photos as well as how to name the files will help the adviser and editors from needing to answer those questions over and over again.

8. COMPUTER SHORTCUTS

A list of commonly used InDesign or eDesign shortcuts can also eliminate questions.

9. DESIGN MOCK-UPS

Mocked-up versions of each section design and various mod packages that are labeled to show fonts, point sizes, styles and other important design information will help maintain

consistency throughout the yearbook.



10. ADVERTISERS

A list of all potential advertisers with names of staffers assigned to them, along with all important dates (contacted, sold, designed, placed on page) will help keep this important financial aspect in the minds of staffers.