

Guide to Being a Yearbook Editor



An instructional powerpoint on how to coordinate the creation of a
Cal Young Middle School Yearbook.

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General Job Description

As yearbook editor you will have many responsibilities, however your main job is to make sure that you and your team produce a spectacular yearbook by your deadline. You will oversee the process, manage your team, be in contact with Lifetouch, need to be very organized, and make sure that everyone is doing what they need to be doing. On that note, if they are not you will be the one who has to change that, or change staff. Basically, you are the boss, right under Mr. Schiff. However, don't let the fact that you are in charge go to your head and affect your ability to manage well. You will have many leads of different departments whom you and Mr. Schiff will appoint and check in with. There is a lot to do, and it takes patience, organization, and attention to detail, and that's why you have this powerpoint to help guide you along.

Responsibilities

As the yearbook editor you will have many responsibilities, including:

- Managing the whole yearbook team, assigning them jobs and deadlines and making sure they are being responsible and getting things done.
- Creating the layout, which includes making the ladder (describes what pages will be where), assigning pages, putting templates on pages, and putting in stylistic touch and theme.
- Being in contact with your Lifetouch Representative, and Mr. Schiff so all three of you are “in the know” about the proceedings of the yearbook at all times.
- You will be in charge of many important decisions like the number of pages, and some of the responsibilities above, and coordinating with Mr. Schiff to make them.

Responsibilities

- You will need to set people up with Webease accounts and making sure they know how to use the site.
- You will be holding meetings with your team alone, and arranging meetings for when your Lifetouch representative comes.
- Though you will not be in charge of the photography department, you will need to make sure that there are enough pictures of enough different people so that you can get almost every student in the book, and not use any students too many times.
- Near the end of the process, which will most likely be sometime in 3rd Tri, after most pages are done, you will be in charge of quality and proof checking the book, and making final edits.

Suggested Timeline

Fall Term: What Should be Accomplished:

- Assigning positions including:
 - Head of photography: Oversees photography division, makes sure pictures of all classes are taken, and instructs team on how to use the cameras.
 - Photographers: Take photos, work under Head of Photography.
 - Warehouse people: Organizes the Warehouse, sees that all pictures are uploaded from cameras onto the computer, then to webease when needed.
 - Head and members of Advertising: this position may have already been determined by Mr. Schiff, for more information on this job see the presentation created by Mia Steinbaugh.
 - I also advise giving someone the responsibility of holding the cover contest early on.
 - All yearbook staff will have pages they are responsible for, and they will have to complete these pages along with their other responsibilities
- Set up Webease accounts and teach all yearbook personnel how to use the site.

Suggested Timeline

- Create the ladder on paper and in Webease, which means you need to decide what type of classes and events will be included, and where they will be in the book. Generally you will work on this with Mr. Schiff and it will take a few paper drafts, which once done should be copied into webease.
- After you have put the ladder on the site you need to decide on layouts for the pages and put them into webease (I advise letting your staff know that these are not to be changed or tampered with).
- I advise also putting the titles on the pages.

Second Term: What should be Accomplished:

- The first thing you should do is assign people pages, which means they will have to put in pictures and captions for those pages, which you will approve later.

Suggested Timeline

- During the time while pages are being done you need to do two things:
 - Make sure that you are checking in with all members that they are doing their work and doing it well.
 - Also, you need to complete your pages(or what you can of them), I advise assigning yourself pages that will need to be slammed at the end, or are hard and you feel that the job will be best done by you.

Third Term: What Should be Accomplished:

- Third term is generally “slam time”, the yearbook must be completed, detail checked, and whatever hasn't been done must be slammed together very quickly. Which will mostly be your responsibility.
- Once the book is mostly done, you will need to do detail editing, caption editing , and go through and make sure that everyone is in the book, and no one is in a lot.

Suggested Timeline

- When you get two to three weeks away from the deadline you need to print out the whole book page by page and lay them out so that you can go through and look through many, many times checking for any type of mistake.
- Then, you will do final proofs with Mr. Schiff before submitting the book.
- Then, you get to plan a party because you did it!

Webease

Here is a link to a video which introduces how to use the site:

<https://www.youtube.com/watch?v=0PY5P99KQUE>

Tips

- Get as much as possible done in first and second trimester, it will make your life a lot easier when you get closer to your deadline.
- Good places to incorporate theme are page and picture borders, the cover, random pages, any artwork by students you put in.
- It may be helpful to create a weekly schedule for your team to keep them on track and remind them to do their tasks, you can also put their tasks into their webease account.
- Finally, be patient, don't get stressed out, it will all come together.

Good Luck and Thanks for Reading!

