

PORTRAIT PLANNING WORKSHEET

When planning your yearbook ladder, it is important to reserve the appropriate number of pages for the student, faculty and staff portraits. This worksheet will help you determine the total number of portrait pages you'll need. Use the appropriate equation below:

ELEMENTARY

Some things to consider when completing this worksheet, and adjust the equation as needed:

- Will classroom teachers be pictured with their class or together with all faculty?
- Will classroom assistants be pictured with the class or with other school staff?
- Will administrators be included with school staff or on a separate page?

_____ = # of homerooms (regular teacher classrooms)

_____ = # of portrait pages for specials teachers, assistants, school staff

_____ = # of portrait pages for administration

_____ = **TOTAL # OF PAGES USED FOR PORTRAITS**

(ex: 20 homerooms + 2 pages for specials, staff and administrators = 22 portrait pages)

MIDDLE SCHOOL/HIGH SCHOOL

Some things to consider when completing this worksheet, and adjust the equation as needed:

- Will administrators be included with school staff or on a separate page?
- For Middle School, will students be pictured by homeroom class with their teacher, or by grade level with teachers pictured in the faculty section?

_____ = # Freshmen or 6th graders / _____ = # of portraits per page

_____ = # Sophomores or 7th graders / _____ = # of portraits per page

_____ = # Juniors or 8th graders / _____ = # of portraits per page

_____ = # Seniors / _____ = # of portraits per page

_____ = # Faculty, Staff and Administrators / _____ = # of portraits per page

_____ = **TOTAL # OF PAGES USED FOR PORTRAITS**

(ex: 4 pages for Freshmen, 4 pages for Sophomores, 4 pages for Juniors, 6 pages for Seniors, 2 pages for Faculty/Staff and 1 page for Administrators = 21 portrait pages)

