

STAFF SCRAPBOOK

As a staff, we will create a scrapbook that tells the story of how we produced the yearbook — our relationships, our problems, our triumphs. As with the yearbook, each staff member will be expected to contribute a small part to the larger project:

- Each student must do at least one page. Seniors have the option of doing a spread.
- We will also do opening and closing pages, so when you finish your own page, you can help with those pages.
- All pages should adhere to basic yearbook rules: A clear dominant element, a caption for each photo, a journalistic headline, copy written in past tense with a consistent point of view.

The deadlines

Due _____ **Turned in** _____ Rough sketch of your page.

Due _____ **Turned in** _____ Work on copy and headline for page. Use spelling and grammar checks before you turn in a rough draft of your copy.

Due _____ **Turned in** _____ Revise copy and headline. Work on photos and captions. Turn in a draft of all captions at the end of class.

Due _____ **Turned in** _____ Revise copy and captions. Assemble/lay out the page.

Due _____ **Turned in** _____ Finalize your page. Assemble scrapbook as a class.

All activities are complete (30 points)

- _____ Rough sketch turned in on time.
- _____ Rough draft for copy and headline completed.
- _____ Rough draft for captions submitted for approval.

Final scrapbook page follows all guidelines (70 points)

- _____ All photos have a caption of at least two sentences. First sentence is present and second is past.
- _____ Headline is written in journalistic style and incorporates both a main and secondary headline.
- _____ Copy is written in past tense with a consistent point of view.
- _____ All text is spelled correctly and is free of errors.
- _____ Design includes a dominant element.
- _____ All photos and graphic elements are related to yearbook.
- _____ At least one photo shows the page author by him/herself.
- _____ **TOTAL**

Comments: