

YEARBOOK LADDER

The **ladder** is a page-by-page listing of the yearbook's contents. The number of pages to include in the book is based on financial considerations and the number of students at the school. Once you determine the number of pages in the book, you must choose the content for each page.

Determine what goes where: There's no right or wrong way to organize your book. You may put things in the same order as previous years, or you may decide to change things up a bit. Below are some samples of what order schools put their topics in. Be sure to include all the essential topics and any optional ones you choose.

Use the ladder found in your kit to write down where you plan to place content. We recommend using a pencil or sticky notes if you need to move things around. You can find a digital version at ybk.link/kit-materials. Once you've penciled in your pages, head to eDesign to assign topics on your ladder. This will help you stay organized while you complete pages.

	1	<input type="checkbox"/>	
	Title Page School Info		
2	<input checked="" type="checkbox"/>	3	<input checked="" type="checkbox"/>
Dedication Page		Field Day	
4	<input type="checkbox"/>	5	<input type="checkbox"/>
Variety Show		Trip to the Zoo	

Elementary/Middle Sample Ladders

Sample One

Title Page: photo of school, address of school, table of contents

Portraits: Administration, faculty and staff portraits

Graduate Portraits: Start with fifth or eighth grade portraits; by grade or by class

Lower Grade Portraits: PK-6th; by grade or by class

Events: School events and activities

Club Photos: Group photos

Ads: Parent dedication ads

Sample Two

Title Page: Photo of school, address of school, table of contents

Events: School events and activities

Club Photos: Group photos

Faculty Portraits: Administration, faculty and staff portraits

Student Portraits: Start with lower level by grade or by classroom

Events: School events and activities

Ads: Parent dedication ads

Sample Three

Title Page: Photo of school, address of school, table of contents

Months of Year: Include activity in chronological order

Club Photos: Group photos

Faculty Portraits: Administration, faculty and staff portraits

Student Portraits: Start with lower level by grade or by classroom

Events: School events and activities

Ads: Parent dedication ads

High School Sample Ladders: Head to ybk.link/coverage for samples by coverage type.