

BACK TO SCHOOL CHECK LIST

01

Create your Committee

Ask for help from teachers and parents to help with the yearbook.

02

Get Organized

Assign user roles for who is responsible for certain tasks.

03

Create a Page Ladder

Before you start creating your yearbook, creating an outline can help make the work easier! Download our free [Page Ladder](#) to get started!

04

Set Sales Goals

Create your yearbook budget, so you know exactly how much money you need to raise.

05

Pick a Theme

Selecting a yearbook theme and cover is a great way to showcase your school's spirit and give your book a cool look!

06

Start Selling

Set up Parent Storefront for online sales.

07

Promote and Sell the Yearbook

Send emails and order forms home to parents so they can pre-order the book.

08

Take Lots of Pictures

There are many fun activities in the first month of school. Don't miss a moment.

09

Know your Portrait Photographer

Make sure they know to create your portraits in a PSPA format.

10

Have Fun!

The yearbook is more than just an archive for the school. It's your school's story to share with the world!