

## Yearbook Team

The Anchor Yearbook Team will consist of 2 people. One to take the photos and organize them into files. The other to take those filed photos and arrange them into a printable template.

The person taking the photos will need to set up TWO Anchor class days in which to capture the following photos:

- Individual photos of each student
- Class photos of each class group (Nursery, Preschool, K-1<sup>st</sup>, 2<sup>nd</sup>-3<sup>rd</sup>, 4<sup>th</sup>-6<sup>th</sup>, 7<sup>th</sup>-12<sup>th</sup>)
- Individual photos of each teacher (including nursery and preschool teachers)
- A photo of the Anchor Board
- Some photos of the classes in action...nursery, preschool, gym, K-6<sup>th</sup> art, science, literature, 7<sup>th</sup>-12<sup>th</sup> art.
- A large GROUP photo of everyone

The person taking the photos will download all the photos from above onto a file and save them.

The yearbook team will encourage anyone going on fieldtrips, working in classrooms, or attending Anchor parties throughout the year to send them photos from each event so that they can be documented in the yearbook.

The yearbook team will need to decide how to have Anchor members send them pictures they capture...email? Text? Where do you want them to be sent? This needs to be clearly communicated with the Anchor families or else our yearbook will be very small.

The yearbook team can also take photos on fieldtrips, at parties and during class times as well.

In April the yearbook team will begin to compile all of the photos into a file and one person will then upload the photos into a yearbook template, organize, arrange and prepare the yearbook for printing.

The yearbook team will need to take orders from Anchor families for the purchase of the yearbook AND collect the money for printing.

The yearbook team will then order the yearbooks, have them printed, make sure all the payments have been collected, and then distribute the yearbooks to the Anchor members who ordered them.

In the past the yearbook team has used the following company for printing:

## **Entourage Yearbooks**

**Contact person:**

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