

EDGE IMAGING YEARBOOK CHECKLIST

- Plan your yearbook theme and cover**

What is the colour scheme and font style? What content should be included, and in what order? Plan the page layout and brainstorm design ideas. Reflect on what was missing last year and explore ways to improve and update it this year.
- Selling price**

Have you decided on the selling price for your yearbook?
- Internal team and deadlines**

Organize your yearbook team by planning, setting deadlines, and delegating roles. Decide who will assist with photography and determine the platform or method for sharing the photos you'll use.
- Advertising**

Launch any promotions, advertisements, and sales campaigns for your book.
- Align photo dates**

Ensure all photo dates are scheduled and align with the yearbook production timeline (including teams, clubs, and graduates). If Edge is your provider, you can use our [photo day search tool](#) to see your photo dates by typing in your school name.
- Do you have portraits that are not from Edge?**

Request your PSPA standard photo file from your school photo provider and let your Yearbook Support Specialist know so they can help you upload.
- Check and proof all individual images**

Are you missing anyone? Remember to check your portrait flow and make sure you have all of the images you need.
- Updated names list**

Do you have an updated list of everyone's preferred names?

Media release

Identify students without a media release or non-publication waiver to ensure they are appropriately excluded.

Staff and teacher highlights

If you need staff and teacher highlights in portrait and grad or class groups, please let your Yearbook Support Specialist know and they can provide you with a template.

Review your budget

Have you reached your estimated book sales target? If not, consider enhancing your marketing efforts or hosting a fundraiser to help cover any remaining costs.

- **Please keep in mind** that your price may change during the design process if adjustments are made, such as increasing the page count or modifying the quantity of books ordered.

Proofread multiple times

Be sure to request a proof and allow ample time for proofreading and making any necessary changes.

Submit your book

Do you need a reminder on how to submit? You can find a [step-by-step guide](#) in our FAQ webpage.