

Engaging content is something to be proud of!



Which memories would this year's class like to relive in 10, 20, or 30 years?

Drawing up the list of events

You can include more than just this year! Feel free to highlight events or people that have made an impression on your class since the beginning. Remind readers what they were like or what they did three, four, or five years ago...

Assigning tasks

Drawing on the strengths of each committee member will make it a more enjoyable experience and help you be more efficient.

Project management:

Who is a good organizer?

Journalism:

Who has good English and enjoys writing?

Photography:

Who likes taking photos?

Design:

Who has artistic flair?

Marketing:

Who is a good communicator?

Having fun as you put the yearbook together

Project management

✓ Project components	Contact	When do I start?	When do I finish?
Communication with Laurentien			
Yearbook outline Obtain the list of graduating students and staff members to include in the yearbook Determine the number of pages for each event or section Determine the number of graduating students per page Assign page layout to the committee members			
Texts from graduating students Determine the number of words or characters Give the instructions to the graduating students (<i>in connection with the journalism component</i>) Track texts' submission Edit texts from graduating students Track the editing of texts			
Cover Enter the final choices in your online file Fill in the draft sheet (if necessary) Send your materials to Laurentien Enter the list of personalizations for the cover in your online file			
Completed pages Make sure that the content is complete Make sure that the texts have been edited Send pages			
Meeting deadlines Make sure that deadlines are met Suggest solutions when deadlines are missed			

Did you know?

The left-hand menu in Boogie provides committee members with a whole range of guides and resources for managing your project.

There is an automatic layout feature for the sections that use text boxes. For more information, call Customer Service at 1-888-875-3290, extension 1

You can send us your digital files via the Boogie message center.

Journalism



Writing or collecting texts

Contact

When do
I start?

When do
I finish?

Graduating students' section

Topics to include
(*anecdotes, most memorable person, favorite sport, etc.*)

Should be consistent with the yearbook theme

Text format (*Q&A, continuous text or not*)

Writing a substitute piece for missing texts

Staff members' section

Event pages

Celebrations

Travel

Excursions

Tournaments

Dot down your ideas

Suggestions

Be creative

Have fun with creative headings (*The Big Apple*, rather than *Trip to New York*). Include a description of the event shown to provide context for the reader. Why not include an anecdote? The idea is to bring back memories and create a point of interest.

Photography

✓	Taking or collecting photos	Contact	When do I start ?	When do I finish ?
	Official photos of the graduating students			
	Groups			
	Committees			
	Seasonal celebrations organized by the school <i>(Halloween, Christmas, Valentine's Day, etc.)</i>			
	School trips			
	School excursions			
	Sports tournaments			
	Student life <i>Have fun taking spontaneous shots of graduating students going about their daily routine, with people you see regularly</i>			
	Photos from the past			


Dot down your ideas

Suggestions

Get your classmates involved!

As soon as you launch your project, we suggest creating an email address or a private Facebook group where all students in the school can send you their favorite photos. You can even set up a vote for the most popular photos!

Design

 Creative process	Contact	When do I start?	When do I finish?
Selecting the theme <i>Selecting a theme will make your subsequent choices for the yearbook easier. It will also create a link between the different sections.</i> Topic (time, the future, success, etc.) Style (traditional, simple, modern, etc.)			
Searching styles <i>Don't just look at previous yearbooks for inspiration! Search the Web, Pinterest, or Instagram to find a style that you like and use that as inspiration for your theme.</i> Color palette Character selection Visual documents for inspiration			
Designing the cover			
Designing the inside cover pages Group photo Customized layout			
Designing the base templates Graduating students Staff members Introduction pages Activities pages			


Dot down your ideas

Suggestions

Your ideas + our expertise = WOW!

Our Graphic Design Department can help you at every step of the way as you create your yearbook. Contact Customer Service for details.

Marketing

 Selling the yearbook	Contact	When do I start?	When do I finish?
Sharing information about the yearbook Create a Facebook page or email address to send messages and collect ideas or material Create posters with information about: <ul style="list-style-type: none"> • Who is collecting the various components • The price • How to order and payment methods • The launch date 			
Setting up presales Find a location for the booth Let people know a few days in advance			
Spreading the excitement at school Make announcements on the student radio station Share information about the project's progress (but keep the content secret!!)			
Keep an updated list of yearbooks sold			
Collect the money			

Dot down your ideas

Did you know?

You can find marketing tools and tricks in the left-hand Boogie menu.